

POSITION DESCRIPTION

FRANKLIN COUNTY CHILDREN SERVICES

An Equal Opportunity Employer

<b>JOB CLASSIFICATION:</b> <i>Attorney 2</i>		<b>DIVISION:</b> <i>Legal Division</i>	<b>DEPARTMENT:</b>
<b>WORKING TITLE:</b> <i>Attorney 2</i>		<b>PCN &amp; CLASSIFICATION OF SUPERVISOR:</b> <i>703100 Attorney 5</i>	<b>JOB STATUS:</b> <i>Full-time</i>
<b>CLASSIFICATION NO.:</b> <i>63842</i>		<b>PCN:</b> <i>703112</i> <b>PAY RANGE:</b> <i>23</i>	<b>REVISION DATE:</b> <i>12/14</i>
<b>EQUIPMENT USED:</b> <i>telephone calculator printer scanner computer copying machine fax machine automobile</i>			
<b>MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED:</b> <i>Admission to Ohio Bar pursuant to Section 4705.01 of Revised Code.</i>			
<b>PREFERRED:</b> <i>Must possess excellent written and oral communication skills; knowledge of law and related experience with child support, including calculations, arrearages, pleadings, finding and notices; must demonstrate professionalism, cultural awareness, sensitivity and competence throughout all aspects of job duties.</i>			
<b>PURPOSE:</b> <i>Employee is under the supervision of the Deputy Chief Legal Counsel and works within the Legal Department to assist the agency in child support matters. This employee is primarily responsible for the agency child support caseload/docket. The position will advise the agency with respect to decisions regarding actions on child support aspects of child welfare cases in which the agency is ordered to take custody of children; support communication with the Franklin County Juvenile Court; act as liaison with the Court, CSEA, other attorneys, casework staff, agency administration and the Legal Department. The employee is committed to practicing cultural competence by: working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages and appearances in a manner that recognizes, affirms and values the worth of individuals, families and communities and protects and preserves the dignity of each. The employee will adhere to the agency's Guiding Principles by serving as a child welfare professional, valuing every child, honoring families, and valuing partnerships.</i>			
<b>JOB DUTIES:</b>			
<i>70%</i>	<i>Meets with casework staff to discuss child support issues in child welfare cases; develops pleadings, motions and other legal documents for filing in court; files and ensures accurate service of process on all parties and interested persons; assists in the exchange of information between all parties; maintains legal files for all cases; represents agency on all non-Title IV-E related child support cases, attending all hearings and completing statistical reports for the department; prepares for and handles cases with support of the Deputy Chief Legal Counsel.</i>		
<i>15%</i>	<i>Regularly meets with administrators to discuss legal trends in child welfare cases; routinely attends committee assignments, providing legal research and advice in order to advance the work of the agency; works to resolve issues which cause children to remain in placement; reviews and assists in policy development for the client-agency; develops and regularly provides training to agency staff.</i>		
<i>10%</i>	<i>Responsible for A/N/D cases as assigned by Deputy Chief Legal Counsel. Works with staff to prepare contested cases for trial; interviews and prepares witnesses, seeks out documentary evidence; regularly meets with supervisor and other Legal Department staff, and maintains statistics regarding caseload to be submitted monthly or as otherwise required by department policy.</i>		
<i>5%</i>	<i>Performs other related duties as assigned.</i>		
<b>List no. of positions and Class Titles of positions supervised</b>  <i>N/A</i>		<hr/> Signature of Agency Representative	
		<hr/> Date	