

POSITION DESCRIPTION
FRANKLIN COUNTY CHILDREN SERVICES

An Equal Opportunity Employer

JOB CLASSIFICATION: <i>Legal Aide</i>	DIVISION: <i>Legal Division</i>	DEPARTMENT: <i>Support Staff</i>
WORKING TITLE: <i>Legal Aide</i>	PCN & CLASSIFICATION OF SUPERVISOR: <i>703009 Administrative Assistant 2</i>	JOB STATUS: <i>Full-time</i>
CLASSIFICATION NO.: <i>63810</i>	PCN: PAY RANGE: <i>16</i>	REVISION DATE: <i>4/18</i>
EQUIPMENT USED: <i>telephone calculator printer fax machine computer copying machine automobile microfiche printer</i>		
<p>MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED: <i>Ability to calculate fractions, decimals & percentages and to read and write common vocabulary plus 1 course in legal research (or 1 mo. exp.), 1 course in legal terminology (or 1 mo. exp.), 1 course in legal issue recognition (or 1mo. exp.), 1 course in case and statutory interpretation (or 1mo. exp.), 1 course in legal analysis (or 1 mo. exp.), 1course in law (or 1 mo. exp.), 1course in pleadings (or 1 mo.exp.), 1 course in evidence (or1 mo. exp.), 1 course in legal communications to include writing and exposition skills, preparation of briefs, memoranda and contracts (or 1 mo.exp.), 1 course in civil procedure (i.e., jurisdiction, motions, joinder of parties & causes of action) (or 1 mo. exp.), 1 course in legislation (i.e. policy formulation, drafting, statutory construction) (or 1 mo. exp.), 1 course in legislative process (i.e., system by which legislation is drafted, introduced, amended & passed) (or 1 mo.exp.), 1 course in court filing procedures (or 1 mo. exp.); or equivalent. Successful completion of certification program for Paralegal or Legal Aide at approved college or university may be substituted for above coursework.</i></p> <p>PREFERRED: <i>Completion of Paralegal certificate at approved college or university and demonstrated knowledge, skills, and ongoing experience regarding legal research, legal terminology, legal analysis, ability to deal with many variables and determine a specific course of action, handle sensitive inquiries from and contacts with officials and general public and civil service procedures; excellent written and oral communication skills; knowledge of Juvenile Law and Procedure; knowledge of Franklin County Juvenile Court; computer-aided research ability; experience working as/in Paralegal or Legal Aide capacity of juvenile law issues; demonstrated excellent organizational skills. Must be proficient with word and basic computer programs. Must have a valid notary commission or willing to attend training to obtain notary commission. Experience is a plus, but not required.</i></p>		
<p>PURPOSE: <i>Employee assists the Legal Department in monitoring new statutes that affect child welfare law and implements changes with respect to job responsibilities. The employee will help the agency achieve CFSR standards and help ensure service delivery that focuses on Safety, Permanency and Well-being for the families served by the agency. 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></p>		
<i>40%</i>	<p>JOB DUTIES: <i>Drafts and notarizes when necessary legal pleadings, including but not limited to, complaints, motions, ICWA notifications and affidavits; attends permanency staffings with agency attorney in preparation for drafting of legal pleadings; provides backup support to other legal aide positions when assigned unit paralegal is absent; if necessary, prepares case summaries, legal documents and reports for review, approval, and signature of and/or use by licensed agency attorneys or administrative assistant; responds to general inquiries by agency staff; provides preliminary information to agency attorneys on legal matters; drafts responses to inquiries involving legal questions; accompanies attorneys or supervisor and</i></p>	

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assists in conferences; researches federal and/or state statutes, recorded judicial decisions and other legal sources and reference materials, such as Lexis Nexis, in order to prepare responses to inquiries, complaints, claims or legal/administrative procedural issues to assist the Legal Department.

40% *Disseminates information and responds to all requests for personal information, historical dispositional letters, and any other governmental or private entities. Provides back-up support to legal aide position responsible for processing discovery, subpoenas and judicial orders.*

10% *Files with the Clerk of Court prepared motions, service of process, ICWA notifications, objections, briefs, and memorandums as well as discovery demands and subpoenas with the court on behalf of the Legal Department; completes criminal records checks and certification of documents through various court systems.*

5% *Assists in the establishment and maintenance of legal records and departmental statistics.*

5% *Performs other related duties as assigned.*

List no. of positions and Class Titles of positions supervised

N/A

Signature of Agency Representative

Date