

LEGAL ADMINISTRATIVE ASSISTANT

Franklin County Children Services Legal Department is seeking an experienced Administrative Assistant who has successfully completed a certified program for paralegals or legal aides through an accredited/approved college or university. Primary responsibilities include, but are not limited to: managing/supervising legal aides to ensure the quality and timeliness of the Agency's legal work product, providing customer service daily in response to requests for information from the public or other local, state or federal entities and administratively assisting the deputy chief legal counsel. Familiarity with juvenile law and procedure, the Franklin County Juvenile Court's electronic filing system, five years of experience managing and/or working in the capacity of a paralegal or legal aide are preferred. The successful candidate will be able to demonstrate a commitment to cultural diversity and possess excellent organizational, oral and written communication skills as well as the ability to conduct computer-aided research in order to contribute to the agency's guiding principles.

Franklin County Children Services offers a full health care package which includes medical, dental, vision, life insurance, legal services and tuition reimbursement. If interested, please send resume with cover letter to fccshr@fccs.co.franklin.oh.us or mail to Franklin County Children Services, Attn.: Human Resources, 855 West Mound Street, Columbus, OH 43223 by July 16th, 2018.

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