

POSITION DESCRIPTION

FRANKLIN COUNTY CHILDREN SERVICES

An Equal Opportunity Employer

JOB CLASSIFICATION: <i>Administrative Assistant 2</i>		DIVISION: <i>Legal Division</i>	DEPARTMENT: <i>Support Staff</i>
WORKING TITLE: <i>Administrative Assistant 2</i>		PCN & CLASSIFICATION OF SUPERVISOR: <i>703100 Attorney 5</i>	JOB STATUS: <i>Full-time</i>
CLASSIFICATION NO.: <i>63122</i>		PCN: <i>703009 & 703003</i> PAY RANGE: <i>22</i>	REVISION DATE: <i>6/18</i>
EQUIPMENT USED: <i>telephone printer scanner microfiche printer computer copying machine automobile</i>			
MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED: <i>3 courses in Business Administration, Management Science or Public Administration (or 3 mos. exp.); 3 courses in Public Relations (or 3 mos. exp.); or equivalent.</i>			
PREFERRED: <i>Successful completion of certification program for Paralegal or Legal Aide at approved college or university and 5 yrs. exp. working in the capacity of a Paralegal or Legal Aide plus 2 yrs. specializing in permanent court commitment cases; must demonstrate knowledge & skills and ongoing exp. 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 & oral communication skills; knowledge of Juvenile Law & Procedure; knowledge of Franklin County Juvenile Court; computer-aided research ability; experience working in Paralegal or Legal Aide capacity on juvenile law issues; demonstrated excellent organizational skills.</i>			
PURPOSE: <i>Reports directly to the Agency Deputy Chief Legal in managing the Legal Department to ensure the quality of legal work product of Children Services; assists in the Legal Department by relieving the General Counsel of non-routine administrative duties. 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>			
JOB DUTIES:			
70%	<i>Drafts legal documents as well as inter-office memorandums regarding court proceedings; responsible for the filing of legal documents such as motions, subpoenas, discovery requests, service of process and notices to ICWA; process requests for information and maintains departmental statistical reports.</i>		
15%	<i>Researches and analyzes programs, procedures and policies; develops project proposals and program plans; provides technical advice to aid administrators in decision-making; assists General Counsel; serves as liaison between General Counsel and subordinates; transmits decisions and directives; represents General Counsel at meetings and conferences when needed.</i>		
10%	<i>Supervises clerical specialist and legal aides whose jobs are to perform data entry, discovery, filing, personal information requests, dispositional letters and research in support of PCC cases.</i>		

Administrative Assistant 2

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5%

Performs other related duties as assigned.

****Other related duties may include handling cases from Intake, if needed and if determined by HR to be qualified to do so.***

List no. of positions and Class Titles of positions supervised

Legal Aide's

Clerical Specialist

Signature of Agency Representative

Date