

POSITION DESCRIPTION
FRANKLIN COUNTY CHILDREN SERVICES

An Equal Opportunity Employer

JOB CLASSIFICATION: <i>Attorney 6</i>	DIVISION: <i>Legal Division</i>	DEPARTMENT:
WORKING TITLE: <i>Chief Legal Counsel</i>	PCN & CLASSIFICATION OF SUPERVISOR: <i>701000 Executive Director 1</i>	JOB STATUS: <i>Full-time</i>
CLASSIFICATION NO.: <i>63846</i>	PCN: <i>703000</i> PAY RANGE: <i>34</i>	REVISION DATE: <i>8/19</i>
EQUIPMENT USED: <i>telephone calculator automobile computer copying machine</i>		
MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED: <i>Admission to Ohio Bar pursuant to Section 4705.01 of Revised Code & 12 months experience practicing law as licensed attorney plus 3 courses in management/supervision (or 3 mos. exp.); 300 hrs. training in employee training and development (or 3 mos. exp.); or equivalent.</i>		
PREFERRED: <i>Law degree; extensive exp. in child welfare law; administrative law; and juvenile law. Prior supervisory experience in public sector employment.</i>		
PURPOSE: <i>Employee is a member of Executive Council; provides general legal support to the Executive Director and Board; advises Agency staff on matters of law and administrative rule; participates in the development and implementation of Agency policies consistent with current state and federal law. Employee is responsible for management and work product of all members of the Legal Department. 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:		
50%	<i>Serves as Chief Legal Counsel on issues requiring legal attention; performs research and prepares materials for consultation with staff; consults with management on legal issues, decisions and policy development; consults with and trains staff on legal procedure. Consults with the executive director and board of trustees on matters related to the overall governance of the agency; collaborates with outside entities to achieve agency goals.</i>	
35%	<i>Supervises legal staff and ensures there is consistent legal support and framework for all Agency involvement in the legal system. Supervises the Human Resources director and ensures there is consistent framework for all human resources functions and compliance with federal and state law.</i>	
5%	<i>Reviews local, state and federal laws; monitors changes in laws; analyzes proposed legislation.</i>	
5%	<i>Chairs the Risk Management Committee of the Agency and assists in the development of policies and procedures related to risk management; acts as main legal liaison with Franklin County Prosecutor's Office and Franklin County Juvenile Court.</i>	

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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

2 – Attorney 5

1 – Employment Administrative Specialist

1 – Personnel Administrator 2

Signature of Agency Representative

Date