POSITION DESCRIPTION

FRANKLIN COUNTY CHILDREN SERVICES

An Equal Opportunity Employer

JOB CLASSIFICATION:	**DIVISION:**	**DEPARTMENT:**
Attorney 2	*Legal Division*	
WORKING TITLE:	**PCN & CLASSIFICATON OF SUPERVISOR:**	**JOB STATUS:**
Attorney 2	*703100 Attorney 5*	*Full-time*
CLASSIFICATION NO.:	**PCN:** *703106*	**REVISION DATE:**
63842	**PAY RANGE:** *23*	*6/16*

EQUIPMENT USED:

telephone calculator printer scanner
computer copying machine fax machine automobile

MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED:

Admission to Ohio Bar pursuant to Section 4705.01 of Revised Code.

PREFERRED:

Must possess excellent written and oral communication skills; must demonstrate cultural awareness, sensitivity and competence throughout all aspects of job duties.

PURPOSE:

Employee is under general supervision of the Deputy Chief Legal Counsel; works within the Legal Department to assist casework staff in reaching well-informed and plausible decisions regarding future actions on legal aspects of child welfare cases; creates and supports communication with the Franklin County Juvenile Court; regularly acts as liaison with the Prosecutor's office, Public Defender's office and other practicing 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.

	JOB DUTIES:
70%	*Meets with casework staff to discuss legal issues in child welfare cases; develops pleadings, motions and other legal documents for filing in court based upon legal knowledge and research as well as information learned; assists in filing and ensuring accurate service of process on all parties and interested persons; assists in the exchange of information between all parties; assists in maintaining legal files for all cases; represents agency on all post dispositional motions, including permanent custody hearings, by attending all hearings and completing reports for the department and Program Services and staffing cases with regional staff; prepares for and handles trial with support of the Deputy Chief Legal Counsel.*
15%	*Regularly meets with administrators to discuss trends in legally involved child welfare cases; 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 on working with the court.*
10%	*Works with regional and department 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.*
5%	*Performs other related duties as assigned.*

List no. of positions and Class Titles of positions supervised		
N/A	Signature of Agency Representative	Date