

LEGAL AIDE

Franklin County Children Services is seeking an experienced legal aide, who has successfully completed a certified program for paralegal or legal aide through an accredited/approved college or university. Primary responsibilities include responding to subpoenas; judicial orders for the production of documents; discovery requests and requests for information; motion drafting and filing primarily within the Franklin County Court system; and therefore a familiarity with the electronic filing system will be preferred. Two to five years of experience and knowledge of juvenile procedure also preferred. The successful candidate will be able to demonstrate a commitment to cultural diversity, strong communication skills, both written and verbal, an ability to meet organizational deadlines and goals, the ability to complete legal case documentation and data entry in a timely basis to contribute to the agency's continuous quality improvement and evaluation efforts. The incumbent may be required to work non-traditional hours.

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.us or mail to Franklin County Children Services, Attn.: Human Resources, 855 West Mound Street, Columbus, OH 43223

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