

Seneca County Job & Family Services

Position Description

An Equal Opportunity Employer

Employee Name: Vacant
PCN: 10008.0
Unit: Legal
Report to: Attorney Supervisor 2
Normal Hours: Flexible
EEO Status:

Position Title: Attorney
Class Title: Attorney
Employment Status: Full Time
FLSA Status Pay: Exempt
Civil Service Status: Classified
DOT: 110.107-010

General Description

Prepares various legal documents and conducts litigation primarily related to adult and child support cases. In addition advises employees on legal matters related to fraud, adult, child abuse and child support cases.

Education

Law degree.

Experience

- Admission to the Ohio bar per section 4705.01 of the Ohio revised code

Equipment Operated

- Computer
- Scanner
- Fax
- Telephone
- Copier
- Ipad
- Other modern equipment
- Vehicles (must have valid Ohio driver's license)

Inherently Hazardous or Physically Demanding Working Conditions

None

Essential Functions

- Prepares Protective Services cases for trial and independently tries cases in court
- Interviews, prepares and examines witnesses
- Gathers evidence and legal documentation, including discovery
- Represents pretrials and hearings
- Ensure compliance with local, state, federal rules/laws
- Provides legal counsel for the agency
- Files various motions and complaints
- Prepares legal documents
- Represents agency in specific child support or fraud cases
- Gains and maintains a good working relationship with other attorneys
- Conducts administrative hearings as needed
- Reviews, updates and discusses pending cases with employees
- Attends conferences, workshops and trainings to obtain or maintain knowledge of current regulations
- Regular and predictable attendance

Other Duties and Responsibilities

Performs other related duties as assigned.

Characteristics

Knowledge of:

- Laws applicable to child welfare and child support
- State hearing procedures
- Mistake of fact hearings
- Subpoenas and court appearance
- Paternity procedures
- Interviewing techniques
- Public relations

Skills in:

- Organization
- Communication
- Interviewing
- Public Speaking
- Advising
- Conducting research
- Word processing

Ability to:

- Deals with large number of variables and determines specific courses of actions
- Interprets legal documentation
- Presents cases logically and effectively
- Handles sensitive contacts with government officials
- Prepares legal documents
- Testifies in court hearings
- Maintains confidentiality
- Maintains accurate records
- Maintains effective working relationships with supervisors and co-workers

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of the position description.

Signature of Appointing Authority

Date

Signature of Employee

Date