

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services
DIVISION OR INSTITUTION Office of Collective Bargaining	UNIT OR OFFICE Legal	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005397	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Legal Intern		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR (20006545) Admin Staff (Labor Counsel 2)	
	<input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 1 of 1
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
40	Performs research of case issues for Office of Collective Bargaining (OCB) Labor Counsel & General Counsel (e.g., researches unfair labor practices & statutes); reviews & analyzes unfair labor practice charges; contacts agency representatives to obtain information/documentation to support employer's position on unfair labor practice charges; prepares various information & responses (e.g., gathers facts & documents, writes responses to unfair labor practice charges); reads, reviews & summarizes memoranda arbitration awards; performs a variety of legal research, prepares memoranda for legal counsel & performs various special projects as assigned.	Knowledge of (1) Ohio Revised Code Chapters 4117 & Ohio Administrative Code 123, 124*; (2) public/human relations; (3) agency policies & procedures*; (4) Ohio labor, civil service law; arbitration/mediation & labor relations practices*. Skill in (5) operation of personal computer & related software using Microsoft Office. Ability to (6) deal with problems involving several variables in familiar context; (7) gather, collate & classify information about data, people or things.		
35	Performs variety of duties related to researching topics for arbitrations & mediations, writing briefs & closing arguments: reads, reviews & summarizes arbitration awards.			
25	Contacts public agencies &/or other state government entities answering inquiries: assists OCB labor counsel in responding to agency inquires; performs other duties as assigned by Labor Counsel or General Counsel.			
Must be enrolled & attending (excluding normal breaks) an accredited law school. At appointing authority's discretion, appointment may be extended up to 3 months from date of graduation from accredited law school.				
This position is in unclassified service per Section 4117.10(D) of Ohio Revised Code.		*developed after employment		
JOB CODE 99580	JOB CODE TITLE Administrative Staff	JOB CODE A7D 7-9-09 VGD		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE  Michael P. Duco, Deputy Director	DATE 6/11/09	