

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS103000

DIVISION OR INSTITUTION
Office of Collective Bargaining

UNIT OR OFFICE
State Human Resources Policy Office

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005397

Reclassification
 New Position
 Update
 Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Legal Intern POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: SEE TABLE OF ORGANIZATION

Permanent Classified Overtime: Eligible Exempt Bargaining Unit **22**
 Temporary Unclassified If FLSA Exempt, exemption type: PR N/A
 Intermittent 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 legal research on specific issues for the DAS HRD/OCB Policy Administrator and Policy Analysts (e.g., researches unfair labor practices & civil service laws and rules): 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 arbitration awards; performs a variety of legal research (e.g. researches State Employment Relations Board opinions and employment law issues), prepares memoranda for Policy Administrator and Policy Analysts & 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: assists advocates in preparing material and documents for arbitration.	Knowledge of 1*, 4* Skill in 5. Ability to 6, 7.
25	Contacts public agencies &/or other state government entities answering inquiries: assists Policy Administrator and/or Policy Analysts in responding to agency inquiries; performs other duties as assigned by Policy Administrator or Policy Analysts.	Knowledge of 1*, 2, 3* Skill in 5. Ability to 6, 7. Must be enrolled & attending an accredited law school (excluding normal breaks). *Developed after employment.

JOB TITLE
College Intern

APD 2-23-15-URS

JOB CODE
99940

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



2/13/15