

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Administrative Support

UNIT OR OFFICE
Office of Chief Legal Counsel

POSITION NUMBER
20005401

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Deputy Director 6

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005392 Director 4

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

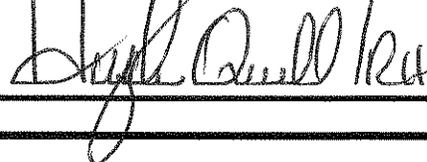
%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
50	Directs, plans and coordinates all legal functions of the Department of Administrative Services (DAS) and supervises legal and support staff: Serves as General Counsel for DAS, under the administration and supervision of the Director, for all aspects of DAS' operational responsibilities. Develops department's legal policies and procedures and provides legal counsel to Director in the development of departmental policies and procedures and all polices and procedures with statewide application. Defines Office and Legal Counsels' goals and objectives and assists Director to define agency goals and objectives. Acts as director in absence of director or assistant director as assigned.	Knowledge of (1)law (i.e., procedural & substantive), (2) legal research methods; (3) legal writing; (4) interviewing; (5) management/supervision, (6) laws, rules & procedures applicable to operations of employing agency (e.g., Civil Service Laws/Rules); (7) employee training & development, (8)public relations. Skill in (9) operation of personal computer & associated hardware/software). Ability to (10)deal with many variables & determine specific course of action, (11) organize & interpret extensive variety of technical/legal material in books, journals or manuals; (12) communicate verbally regarding legal issues; (13) handle sensitive contacts with general public & governmental officials, (14)establish friendly atmosphere as division or large section chief.
25	Personally provides legal advice and services to the Director in matters pertaining to the department; researches and drafts legal memorandums and documents; drafts and analyzes legislation; drafts and analyzes administrative rules; and, oversees the preparation of administrative and judicial cases.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8 Skill in 9 Ability to 10, 11, 12, 13, (15) use proper research methods in gathering data, (16) draft a variety of legal documents, (17) preside over or present court cases logically & effectively, (18) understand difficult legal concepts.

JOB CODE TITLE
Deputy Director 6

JOB CODE
61316

List Position Numbers and Class Titles of Positions Directly Supervised:
 20005402 Attorney 5 20005406 Attorney 5
 20005403 Attorney 5 20006650 Policy Staff
 20005404 Attorney 6 20005407 Admin Assist 3

SIGNATURE OF AGENCY REPRESENTATIVE



DATE

6.12.08

APP 6-16-08

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%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
10	Serves as legal liaison with public and governmental officials; prepares and delivers speeches; and, participates in meetings and conferences.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8 Skill in 9 Ability to 10, 11, 12, 13, (19) prepare & deliver speeches before specialized audience & general public.
5	Serves as the Chief Ethics Officer for the Department, oversees the department's ethics training, creates policies supporting ethic laws and governor's Executive Orders defining expected ethical conduct.	Knowledge of 1, 2, 3, 4, 5, 7, Skill in 9 Ability to 10, 11, 12, 13
10	Manages the statewide privacy office (Chief Privacy Officer) charged with the responsibility to develop, coordinate, and implement statewide privacy policies, standards, procedures, and guidance material; defines the office's goals and objectives.	Knowledge of 1, 5, 7, 8, and (20) compliance principles and procedures. Skill in 9 Ability to 10, 11, 13, (21) supervise a compliance program.

This position is unclassified per 124.11(A)(9) & overtime exempt.

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