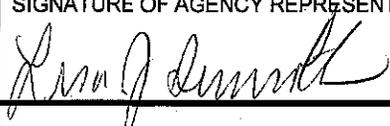


<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services DAS102400
DIVISION OR INSTITUTION Administrative Support Division	UNIT OR OFFICE	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005403           JOB CODE TITLE Attorney 5           JOB CODE APD 2-28-12 WRS 63846	<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		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt  If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 16 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m.    TO: 5:00 p.m.			
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	30	Under direction of agency Chief Legal Counsel, coordinates and provides legal services for a large division (which have statewide impact; assists in development of legal policies & procedures for division in accordance with agency mission; trains and provides guidance to new legal staff and other agency personnel; assists in drafting administrative code provisions and legislation as assigned.	Knowledge of (1) law (i.e., procedural & substantive); (2) legal research methods; (3) legal writing; (4) interviewing; (5) laws, rules & procedures applicable to operations of employing agency (e.g., Civil Service Laws/Rules); (6) management; (7) employee training & development. Skill in (8) operation of personal computer & associated hardware/software (e.g., Office Suite)*. Ability to (9) deal with large number of variables & determine specific course of action; (10) organize & interpret extensive variety of legal material in books, journals or legal documents; (11) communicate verbally regarding legal issues; (12) handle sensitive contacts with government officials, adverse parties &/or general public; (13) resolve complaints from angry citizens &/or government officials.	
	50	Under the direction of agency Chief Legal Counsel, provides legal services in designated matters for agency personnel; conducts research, case management, and litigation support for cases having legal impact on assigned division; provides legal advisory services to Director's Office & Offices of Deputy Directors in assigned division(s); conducts research & develops legal documentation pursuant to request or need; reviews, drafts & negotiates contracts & other agreements; provides assistance and litigation support including to Office of Attorney General in matters involving the agency. ; provides legal counsel for agency officials and personnel; represents Director, Assistant Directors & Deputy Directors in legal matters related to agency work; provides assistance in resolving complex questions of law; represents high-level management in meetings where legal expertise is required.	Knowledge of 1, 2, 3, 4, 5, 6, 7 Skill in 8* Ability to 9, 10, 11, 12  *Developed after employment.	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE
			<i>Kesha J. Sumrith</i>	2/21/12

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services DAS102400
DIVISION OR INSTITUTION Administrative Support Division	UNIT OR OFFICE	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005403	<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		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt  If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 16 Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m.    TO: 5:00 p.m.			
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
20	Prepares legal documentation to support legal operations: writes briefs, reports, position papers, correspondence, legal opinions on case-by-case basis; maintains accurate records for use as documentation; Performs other related legal duties as assigned.	Knowledge of 1, 2, 3, 4, 5, 6, 7 Skill in 8* Ability to 9, 10, 11, 12		
Position requires admission to Ohio Bar pursuant to Section 4705.01 of Ohio Revised Code; completion of 24 credit hours of continuing legal education from accredited programs for applicable two-year reporting period pursuant to Rule X of Rules of Government of Bar of Ohio; & current certificate of registration pursuant to Rule VII of Rules of Government of Bar of Ohio.		*Developed after employment.		
This position is overtime exempt and unclassified per 124.11A9				
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 2/21/12	

JOB CODE TITLE  
Attorney 5  
  
 JOB CODE  
63846  
  
 APD 2-2872 UB