

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services/
DAS102400

DIVISION OR INSTITUTION
Administrative Support

UNIT OR OFFICE
Office of Legal Services

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005404

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Attorney 4

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
SEE TABLE OF ORGANIZATION

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt
If FLSA Exempt, exemption type: Administrative

Bargaining Unit 22
PR 14
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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
45	Under the direction of the agency Chief Legal Counsel, coordinates legal services: reviews & drafts contracts for agency or other state agencies; assists in development of legal policies & procedures related to employment law, procurement and public records management in accordance with agency policy; develops & delivers training presentations to implement policies and directives.	Knowledge of (1) law (i.e., procedural & substantive); (2) legal research methods; (3) legal writing; (4) office practices & procedures; (5) interviewing; (6) laws, rules & procedures applicable to agency operations*; (7) civil service laws & rules*. Skill in (8) operation of personal computer & associated hardware/software (e.g., MS Office Suite). Ability to (9) define problems, collect data, establish facts & draw valid conclusions; (10) deal with large number of variables & determine specific course of action; (11) organize & interpret extensive variety of legal material in books, journals or legal documents; (12) communicate verbally & in writing on legal issues; (13) handle sensitive contacts with government officials, adverse parties & general public.
40	Provides legal services in the assigned areas of employment and procurement law for high level agency personnel: personally conducts operations (e.g., research, case management, contract review) involving matters having legal impact in assigned areas; reviews & responds to public records requests; provides legal advisory services in assigned areas; conducts research & develops legal documentation pursuant to request or need; provides assistance to Human Resources Division in administration of statewide human resources operations for state employees; assists in providing legal counsel for agency officials, or participates in representing Director, Assistant Directors & Deputy Directors and other employees 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; 13, (14) understand difficult legal concepts.
15	Prepares legal documentation to support legal operations: writes briefs, reports, position papers, correspondence, legal opinions on case-by-case basis; maintains accurate case records for use as documentation; conducts legal reference searches on basis of need.	Knowledge of 1, 2, 3, 4, 5, 6*, 7* Skill in 8 Ability to 9, 10, 11, 12, 13
	This position is in unclassified service per section 124.11(A)(9) of the Ohio Revised Code.	

*developed after employment

JOB CODE TITLE
Attorney 4

JOB CODE
63845

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



3/13/14

apl 3-13-14