POSITION DESCRIPTION

AGENCY/DEPT ID	
Department of Administrative Services/ DAS101000	

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Administrative Support	Office of Legal Services	Franklin

POSITION NUMBER 20005405

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Attorney 4	SEE TABLE OF ORGANIZATION

☒ Permanent ☐ Temporary ☐ Intermittent	☐ Classified ☒ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 PR 14 Page 1 of 1

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

JOB CODE TITLE Attorney 4

JOB CODE 63845

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
45	Under the direction of the agency Chief Legal Officer, coordinates legal services including: 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, including administrative rules*; (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 record requests; provides legal advisory services in assigned areas; conducts research & develops legal documentation pursuant to request or need; provides assistance to Office of Attorney General in preparation of trial briefs & in related areas; assist 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; drafts, updates and maintains agency administrative rules.	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. This position is in unclassified service per section 124.11(A)(9) of the Ohio Revised Code.	Knowledge of 1, 2, 3, 4, 5, 6*, 7* Skill in 8 Ability to 9, 10, 11, 12, 13 *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	4-30-15

appd 4-30-15 cl