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 20005406

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Attorney 5	SEE TABLE OF ORGANIZATION

☒ Permanent ☐ Temporary ☐ Intermittent	☐ Classified ☒ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type: Professional	Bargaining Unit 22 PR 15 Page 1 of 2

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

JOB CODE TITLE Attorney 5

JOB CODE 63846

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
30	Under direction of agency Chief Legal Counsel, coordinates legal services for Department of Administrative Services (DAS) divisions (e.g., Administrative Support, Human Resources, Equal Opportunity, General Services, Information Technology) which have statewide impact: assists in development of legal policies & procedures for division in accordance with agency policy in matters having legal impact on other state agencies & in assigned area, in accordance with agency policy; oversees operation of Office of Legal Services during absences; trains & guides new legal staff on providing legal services & consultation to assigned divisions.	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., Microsoft Office Suite) & use of Internet. 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	Provides legal services in designated cases or instances & for high-level agency personnel: personally conducts operations (e.g., research, case management, litigation) involving 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; provides assistance to Office of Attorney General in preparation of trial briefs & in related areas; provides legal counsel for agency officials, or participates in representing 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, 13 *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	7/1/14

ad 7-1-14 ad

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AGENCY/DEPT ID	
Department of Administrative Services/ DAS101000	

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USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Attorney 5	SEE TABLE OF ORGANIZATION

☒ Permanent ☐ Temporary ☐ Intermittent	☐ Classified ☒ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type: Professional	Bargaining Unit 22 PR 15 Page 2 of 2

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
20	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; performs other related legal duties as assigned; prepares (e.g., researches, writes, presents) legal documents in cooperation with other legal staff.	Knowledge of 1, 2, 3, 4, 5, 6*, 7 Skill in 8 Ability to 9, 10, 11, 12, 13
	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.	
	Position is in unclassified service per 124.11(A) (9) of Ohio Revised Code.	*developed after employment

JOB CODE TITLE Attorney 5

JOB CODE 63846

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		7/1/14

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