POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION

UNIT OR OFFICE
Office of Collective Bargaining

POSITION NUMBER
20006564(50214.0)

CLASS TITLE
Administrative Staff

CLASS NUMBER
99580

☒ State Agency ☐ County Agency ☐ New Position ☒ Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Legal Intern

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006545(50211.0) Admin Staff (Labor Counsel 2)

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
40	Performs research of case issues for Office of Collective Bargaining (OCB) Labor Counsel & Manager of Conflict Resolution & Legal Services (e.g., researches unfair labor practices & statutes): reviews & analyzes unfair labor practice charges; contacts agency representatives to obtain information/documentation to support employer's position on unfair labor practice charges; prepares various information & responses (e.g., gathers facts & documents, writes responses to unfair labor practice charges); reads, reviews & summarizes memoranda arbitration awards; performs a variety of legal research, prepares memoranda for legal counsel & performs various special projects as assigned.	Knowledge of (1) Ohio Revised Code Chapters 4117 & Ohio Administrative Code 123, 124*; (2) public/human relations; (3) agency policies & procedures*; (4) Ohio labor, civil service law; arbitration/mediation & labor relations practices*. Skill in (5) operation of personal computer & related software using Microsoft Office. Ability to (6) deal with problems involving several variables in familiar context; (7) gather, collate & classify information about data, people or things.
35	Performs variety of duties related to researching topics for arbitrations & mediations, writing briefs & closing arguments: reads, reviews & summarizes arbitration awards.	Knowledge of 1*, 4* Skill in 5 Ability to 6, 7
25	Contacts public agencies &/or other state government entities answering inquiries: assists OCB labor counsel in responding to agency inquires; performs other duties as assigned by labor counsel or Manager of Conflict Resolution & Legal Services.	Knowledge of 1*, 2, 3* Skill in 5 Ability to 6, 7
	Must be enrolled & attending (excluding normal breaks) an accredited law school. At appointing authority's discretion, appointment may be extended up to 3 months from date of graduation from accredited law school. This position is in unclassified service per Section 4117.10(D) of Ohio Revised Code.	*developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

Steven J. Loeffler (KR)

Steven J. Loeffler, Deputy Director

DATE
3/11/03

HRD 3-19-03