

POSITION DESCRIPTION		AGENCY/DEPT ID DAS103000
DIVISION OR INSTITUTION Office of Collective Bargaining	UNIT OR OFFICE State Human Resources Policy Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006564	<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 Legal Intern	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION
	<input type="checkbox"/> Permanent <input type="checkbox"/> Classified Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Temporary <input type="checkbox"/> Unclassified If FLSA Exempt, exemption type: <input type="checkbox"/> Intermittent	Bargaining Unit 22 PR N/A Page 1 of 1

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
40	Performs legal research on specific issues for the DAS HRD/OCB Policy Administrator and Policy Analysts (e.g., researches unfair labor practices & civil service laws and rules); 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 arbitration awards; performs a variety of legal research (e.g. researches State Employment Relations Board opinions and employment law issues), prepares memoranda for Policy Administrator and Policy Analysts & 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; assists advocates in preparing material and documents for arbitration.	Knowledge of 1*, 4* Skill in 5. Ability to 6, 7.
25	Contacts public agencies &/or other state government entities answering inquiries; assists Policy Administrator and/or Policy Analysts in responding to agency inquiries; performs other duties as assigned by Policy Administrator or Policy Analysts.	Knowledge of 1*, 2, 3* Skill in 5. Ability to 6, 7. Must be enrolled & attending an accredited law school (excluding normal breaks). *Developed after employment.

JOB TITLE
College Intern

 JOB CODE
99940
Wood 1.15.16. AE

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	DATE 1/15/16
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