

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services/ DAS101000
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Legal Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20072803	<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 College Intern		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization	
	<input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 98  Page 1 of 1
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:00 a.m. TO: 4:00 p.m.			
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	70	Assists Chief Legal Counsel & legal staff with various projects: performs variety of legal research; compiles data; assists with organization of office research; gathers & analyzes research data (e.g., statutes, decisions, legal articles, codes, documents); prepares memoranda for legal counsel & performs special projects, as assigned.	Knowledge of (1) law (i.e., procedural & substantive); (2) legal research methods; (3) legal writing; (4) laws, rules & procedures applicable to operations of employing agency (e.g., Civil Service Laws/Rules)*; (5) public relations; (6) project management. Skill in (7) operation of personal computer & associated hardware/software (e.g., Microsoft Office Suite). Ability to (8) use proper research methods in gathering data; (9) deal with many variables & determine specific course of action, (10) organize & interpret extensive variety of technical/legal material in books, journals or manuals; (11) communicate verbally regarding legal issues; (12) handle sensitive contacts with general public & governmental officials; (13) gather, collate & classify information about data, people or things.	
	30	Performs other related duties as needed: convenes meetings; takes meeting notes; assists with meeting registrations & attendance; performs variety of related clerical tasks (e.g., filing, copying, preparing correspondence); contacts public agencies &/or other state government entities; assists Chief Legal Counsel in responding to agency inquiries.  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.	Knowledge of 1, 2, 3, 4*, 5, 6 Skill in 7 Ability to 8, 9, 10, 11, 12, 13	
JOB CODE 99940	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE  	
			DATE 5-26-15	

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