100-000R

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Administrative Support Division

UNIT OR OFFICE
Office of Chief Legal Counsel

POSITION CONTROL NUMBER
20005406 (308.0)

CLASS TITLE
Attorney 5

CLASS NUMBER
63846

☒ State Agency ☐ County Agency ☐ New Position ☒ Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Attorney

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005401 (300.0) Deputy Director 6

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
30	Under direction of agency Chief Legal Counsel, coordinates legal services for the Department of Administrative Services (DAS) and Office of Information Technology (OIT) divisions (e.g., Administrative Support, Human Resources, Office of Collective Bargaining, Equal Opportunity, General Services) which have statewide impact: assists in development of legal policies & procedures for division in accordance with agency policy in matters having a legal impact on other state agencies & in assigned area in accordance with agency policy; oversees operation of Chief Legal Counsel's Office 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., Office Suite)*. 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 *developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE
5/10/07

AAD 5-30-07 (VBA)

100-000R

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

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Attorney 5

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POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005401(300.0) Deputy Director 6

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
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
	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 & is overtime exempt.	*developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE
5/10/07