

ATHENS COUNTY
DEPARTMENT OF JOB & FAMILY SERVICES

An Equal Opportunity Employer
POSITION DESCRIPTION

Employee Name:
Class Number: 70121
Position Control Number: 11101.0

Position Title: Attorney
Class Title: Attorney

Department / Office: Child Support Enforcement Agency	Employment Status: Full-Time
Title of Immediate Supervisor:	FLSA Status/Pay: Exempt
CSEA Administrator	Pay Range: \$61,360 -- (\$29.50 hrly)
Normal Hours: 8:00 am to 5:00 pm	Civil Service Status: NU
Hours may vary due to needs of the agency outside the normal working hours.	
EEO Status: 02	Division: Athens County

POSITION OVERVIEW: This position will prepare legal documents in relationship to child support cases. The candidate will provide legal advice to agency employees as it pertains to ACDJFS. Attend regular staff meetings, conferences, and other training related to child support. The individual demonstrates the ability to manage diverse tasks, complex problem solving, and is highly detailed.

**This position requires dedication, adaptability, maintaining the highest customer service standards, and a commitment to a diverse and inclusive workplace.*

JOB DESCRIPTION

Duties listed in order of importance

ESSENTIAL DUTIES OF THE JOB

- 95% Under the direction of the CSEA Administrator, the candidate will independently prepare various legal documents to include but not limited to legal briefs, pleadings and memorandums, initial child support orders, modifications interstate and paternity cases. Conducts case inquiries and updates in SETS. Participates in and conducts litigation proceedings and/or administrative hearings involving agency matters. Provides legal advice, consultation, and research to agency employees on a wide variety of legal matters/issues. Attends regular staff meetings, conferences and other trainings related to child support.

OTHER DUTIES AND RESPONSIBILITIES

- 5% Other duties as assigned. May be required to perform duties under supervision of the Athens County Red Cross during an emergency in accordance with the Athens County Department of Job and Family Services Disaster Preparedness Plan and the Athens County Emergency Operations Plan.

WORKER CHARACTERISTICS AND MINIMUM QUALIFICATIONS

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates may be developed after employment)

13a, b*, 14, 16, 23 (Domestic Relations, Public Assistance, Civil Practice), 25b, 30k, l, m, q, 31e, 32o, x; 33e; 34c, f, i

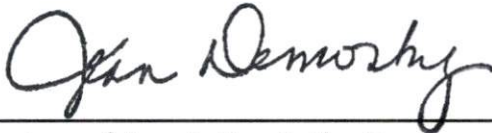
Knowledge of: Office practices & procedures, agency policies & procedures*; government structure & process, law.

Skills: Word processing; understand practical field of study, define problems, collect data establish facts & draw valid conclusions, interpret extensive variety of technical material in books, journals & manuals.

Ability to: Calculate fractions, decimals & percentages; originate routine business letters reflecting standard procedures, develop complex reports & position papers; gather, collate & classify information about data, people, or things; cooperate with co-workers on group projects, handle sensitive inquiries from & contacts with officials & general public, resolve complaints from angry citizens & government officials.

MINIMUM QUALIFICATIONS:

- Admission to Ohio Bar pursuant to Section 4705.01 of the 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
- One year experience with Microsoft office or equivalent educational training.
- Valid Ohio Driver's license required.
- Having held this position within the past 3 years meets the minimum qualifications.



Signature of Appointing Authority

8/31/21

Date

Signature of Employee

Date