

MEDINA COUNTY JOB & FAMILY SERVICES EMPLOYMENT OPPORTUNITY

Posting # 2024-02 (PCN 410341002)
Non-Bargaining

POSTED	Friday, Feb. 2, 2024	CLOSED	Thursday, Feb. 8, 2024
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POSITION	Attorney	CLASS	70121-Attorney
		BASE RATE	Commensurate with experience
DIVISION	Legal	SUPERVISOR	Mary O'Connell

APPLICATION	<p><i>Current employees use Internal Application Form.</i> <i>Others use Medina County Employment Application.</i> <i>Medina CJFS is an Equal Opportunity Employer.</i></p>
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Summary of Essential Duties

Under the direction of the Job and Family Services Administrator, prepares legal documents (e.g., initial complaints, legal briefs, pleadings, memorandums, modifications, motions, initial court orders and journal entries). Conducts legal research as well as participating in and conducting litigation processes related to child abuse, neglect and dependency cases and adult protective services cases. In addition, the incumbent advises and represents in Court social services division employees on all legal matters and provides supervision for the agency Legal Specialist

Functions of the Position

1. Is familiar with and functions in accordance with the classification specifications and agency policies and procedures.
2. Presents self in a professional and culturally sensitive manner to co-workers, staff, other agency personnel and the public.
3. Returns phone calls and correspondence in a timely manner, adhering to agency policy and time frames.
4. Prepares legal documents (e.g., initial complaints, legal briefs, motions, pleadings, memorandums, modifications, initial court orders.)
5. Research legal and procedural issues.
6. Participates in and conducts litigation proceedings involving social services matters.
7. Prepares drafted Journal Entries, Magistrate Orders and Magistrate Decisions for the Medina County Court of Common Pleas- Juvenile Division and submits and/or emails drafted journal entries to court personnel for final review.
8. Represents social services in regard to all subpoenas received through Domestic Relations Court, Probate Court, Juvenile Court, and Criminal Court, prepares motions necessary (i.e., Motion to Quash), and appears on behalf of the Agency.
9. Prepares legal documents, including appellee/appellant briefs, and participates in litigation, including oral argument, involving social service matters on the appellate level.
10. Advises social services division employees on all legal matters and prepares witnesses for shelter care, adjudicatory, dispositional, review, motion, and permanent custody hearings.
11. Provides legal advice, consultation and research to social services division officials on a wide variety of legal issues.

12. Conducts conferences with other attorneys involving possible legal action in relation to cases assigned in agency.
13. Provides supervision for agency Legal Specialist (i.e., assigns and reviews work, reviews, approves or denies employee requests for leave, completes performance evaluations).
14. Attends conferences, training, and meetings as necessary.
15. Meets all job safety requirements and all applicable OSHA safety standards that pertain to job duties.
16. Performs other duties as assigned.
17. Demonstrates regular and predictable attendance.

Knowledge, Skills and Abilities:

Knowledge of: Office practices and procedures; Local, State and Federal laws, rules and regulations; litigation techniques; preparation of complex legal documents; simple and complex legal issues (e.g., concerning child abuse/neglect/dependency, adult protective services, fraud, social welfare issues; court procedures, legal motions, court orders, summons); computer operations (e.g., checking files for proper documentation); English grammar and composition; Administrative practices; interviewing principles; Administrative and quasi-judicial hearings; research techniques for legal matters; witness preparation.

Skill in: Organization; oral communication; writing (e.g., legal documentation and correspondence; reading; conducting research; advising; computer operations; typing.)

Ability to: Comprehend a wide variety of complex technical, written material; write legal briefs, pleadings, memos and technical reports; maintain accurate records; interpret technical material; interview others concerning sensitive subject matters; provide legal advice to others; explain legal or technical issues to others; conduct trials in routine cases; participate in administrative and Quasi-judicial hearings; participate at the Appellate level; prepare witnesses for trial; conduct legal research; make independent decisions concerning legal issues; speak in public.

Qualifications

Admission to the Ohio Bar per Section 4705.01 of the Ohio Revised Code, and in good standing.

Additional Requirements

Must successfully undergo BCI background check
Successfully complete an alcohol and drug screening
Possess a valid Ohio Driver's License
Provide proof of eligibility to work in the United States

Inherently hazardous or physically demanding working conditions:

May encounter irate clients or individuals; may have some exposure to individuals with contagious or communicable disease; is occasionally exposed to unsanitary conditions (insect infestation, bodily wastes), odors; may have some exposure to common chemicals found in an office environment, such as toner and correction fluid.

APPLICANTS CAN SUBMIT A RESUME TO KIMBERLY.HART@JFS.OHIO.GOV