

POSITION DESCRIPTION

RICHLAND COUNTY CHILDREN SERVICES

An Equal Opportunity Employer

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Job Title: Agency Attorney
Immediate Supervisor: Executive Director
Positions Supervised: Support Staff/Paralegal
Career Ladder Opportunity: none

JOB RESPONSIBILITIES:

The Staff Attorney will manage and review the legal needs of the agency for client services. The counsel will provide legal research, advice, and consultation to ensure quality and timely preparation and presentation of agency court cases.

QUALIFICATIONS:

- ! License to practice in the state of Ohio
- ! Previous experience in Child/Juvenile-related cases
- ! A minimum of five (5) years pertinent experience as a legal counsel
- ! A record of progressive levels of leadership and responsibility,
- ! Valid Ohio drivers license and be insurable under the County/Agency Driving Policy

OR

- ! Equivalent combination of education, training and pertinent experience

Ω Note: Exceptions to the above requirements can be granted only by the agency's Executive Director. *An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.*

Date Submitted: August 29, 2011

Pay Grade:
Non-Exempt []

From: Exempt [x]
Admin. [] Prof. [x] Exec. []

To:

KNOWLEDGE OF:	SKILLS AND ABILITIES TO:
<ul style="list-style-type: none"> ! *Key court decisions from Ohio and other states regarding child welfare/children services cases ! *Court Procedures, protocol and legalease ! Agency and unit mission, goals and objectives, policies, procedures, rules and regulations ! *Case conference methods ! *ODJFS rules, regulations and certification requirements* ! *Child welfare laws and ethics ! *Legal issues in PCSA agencies ! *Case flow process and methods ! *Assist , provide or access intervention ! Sexual abuse treatments ! Dynamics of alcohol and drug abuse; interventions ! Suicide assessment and intervention ! Cultural diversity and competency ! Organizational development principles ! Strategic planning & Agency Initiatives ! *Quality assurance goals, policies and procedures ! Employee training and development including team development ! Conflict management ! *Crisis intervention techniques ! *Classification and prioritization of the referrals and workload 	<ul style="list-style-type: none"> ! Provide legal advice to agency, caseworkers and court specialist ! Supervise staff and department for effectiveness ! Interpret and apply state and federal laws and regulations ! Prepare accurate and concise reports ! Organize, prioritize and coordinate tasks ! Resolve problems involving several variables ! Recognize unusual or threatening conditions ! Identify indicators of abuse, neglect and family dysfunction ! Identify and/or establish support systems for clients ! Assess child risk levels ! Determine appropriate treatment or referrals ! Communicate effectively in oral and written form ! Maintain confidentiality - handle sensitive inquiries ! Maintain a positive work environment ! Ensure the quality of work against established standards ! Maintain public relations with courts, attorneys, board, schools, administrators, and community professionals ! Collaborate effectively with other community agencies ! Demonstrate capacity to develop and maintain teamwork ! Access computer information as needed

**Essential Functions of job*

% of Time	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification)
75%	<p>LEGAL MANAGEMENT</p> <ul style="list-style-type: none"> ! Provides legal advice to agency, caseworkers and court specialists regarding agency custody cases; ! Reviews complaints and motions, prepares motions, briefs and other legal documents, including preparation of Appellate Court briefs and other complex legal documents. ! Prepares all custody cases for trial, including preparing agency staff and expert and lay witness, gathering and presenting documents and complex medical and psychological testimony; ! Attends all hearings and speaks for the agency in court custody cases ! Negotiates settlements in custody cases and makes final legal decision regarding advisability of settlement ! Responsible for high volume case loads; <ul style="list-style-type: none"> Make final legal decision concerning legal strategies and advisability of appeal to a higher court; ! Develops special expertise in one or more areas of child/juvenile law; ! Drafts contracts and other legal instruments as directed; ! Provides identified legal research in all areas affecting agency, together with recommendation for agency action and/or policies ! Coordinates meetings with school principals, counselors and administrative staff to monitor program, problem solve and address issues or concerns that may arise ! Assists with response in emergency situations ! Responds to client complaints regarding issues ! Ensures documentation of client records, in compliance with ODJFS rules and regulations ! Maintains current knowledge and interprets ODJFS regulations ! Ensures effective, efficient, comprehensive documentation
15%	<p>DEPARTMENT SUPERVISION</p> <ul style="list-style-type: none"> ! Does periodic review of case flow, problems, proceedings regarding same, and makes recommendations for changes in department procedures ! Participates in evaluation and long range planning of agency and department needs. ! Coordinates with other agency departments and community groups to develop, implement and evaluate the effectiveness of legal services

10% **MISCELLANEOUS**

- ! Participate in public speaking and presentations to staff, agency board and community groups as necessary
- ! Attends meetings and serves on committees, as requested
- ! Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training sessions
- ! Maintains current licenses

**Denotes an essential function of the job*

REV 3/2004

Employee Signature

Date
