Staff Attorney 2

Legal Division

ACCOUNTABILITIES: To ensure quality and timely preparation and presentation of agency court cases. To provide legal research, advice, and consultation. To ensure proper implementation of agency policies pertaining to legal matters. To effectively manage a high-volume case load that aims to ensure child safety and timely permanence.

ESSENTIAL DUTIES:
Manages the legal aspects of agency custody cases. Provides legal advice to agency, caseworkers and other agency personnel regarding agency custody cases. Prepares complaints, motions, briefs and other legal documents, including preparation of Appellate and Supreme Court briefs and other complex legal documents. Prepares custody cases for trial, including developing case theories, preparing agency staff experts, and lay witnesses, and gathering relevant documents. Prepares, files, and takes legal steps to collect child support. Attends court hearings and speaks for the agency in court custody cases. Negotiates settlements in custody cases and makes recommendations regarding advisability of settlement. Litigates cases using competent trial strategy, current rules of evidence and procedure and actions that comply with best practices. Makes decisions concerning legal strategies and advisability of appeal to a higher court.

Develops special expertise in one or more areas of juvenile law. Maintains awareness of key juvenile law reform issues and identifies cases with which to attempt law reform. Drafts contracts and other legal documents as directed. Provides identified legal research in areas affecting agency and makes recommendations for agency action and/or policies.

Participates in case conferences and unit meetings. Attends trainings. Maintains awareness of case flow, problems, proceedings, CFSR and CPOE standards, and confers with Manager of Legal Services regarding same. Makes recommendations for changes in department procedures. Identifies and disseminates key court decisions from Ohio and other states within the department.

Participates in agency meetings, public speaking, etc., as requested. With Manager, plans and conducts comprehensive orienting/training of new/current staff regarding the Legal department procedures, court proceedings and legislative changes.

NON-ESSENTIAL DUTIES
Performs other related duties as assigned.

ESSENTIAL BEHAVIORS
Knowledge of law (i.e. procedural and substantive); legal research methods; legal writing; interviewing; laws, rules and procedures applicable to operations of Agency. Ability to deal with large number of variables and determine specific course of action; ability to perform legal research as requested; communicate verbally regarding legal issues; ability to interact with government officials, clients or public.

MINIMUM POSITION SPECIFICATIONS: License to practice law in the State of Ohio required. Previous litigation and experience with juvenile law-related cases strongly preferred. Must be knowledgeable in laws regarding dependent, neglected and abused children. Familiarity with Juvenile Court proceedings and operations preferred. Must possess the ability to utilize computer technology to produce documents and access data, including Agency databases. Ability to handle high volume caseloads. Must be a registered Notary in the State of Ohio. Demonstrated ability to model effective interactions and communication skills in cross-cultural situations required.