

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	CLASSIFICATION SERIES: Attorney	SERIES NO : 6384S
	MAJOR AGENCIES: Secretary of State only	EFFECTIVE DATE:
SERIES PURPOSE: The purpose of the attorney occupation is to protect state or public interests by providing legal analysis of problems, representing state in lawsuits, administrative hearings & negotiations, by providing legal advice or presiding over quasi-judicial hearings. At the lower levels, incumbents provide legal advice to administrators or preside over quasi-judicial hearings. At the higher levels, incumbents supervise legal staff or manage legal programs.		

CLASS TITLE:

Attorney 1

CLASS NUMBER:

63842S

EFFECTIVE DATE:

9-22-91

CLASS CONCEPT:

The developmental level class works under supervision & requires working knowledge of law & legal research methods in order to conduct legal research & assist higher-level attorneys prepare for cases or negotiations.

CLASS TITLE:

Attorney 2

CLASS NUMBER:

63843S

EFFECTIVE DATE:

9-22-91

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of substantive & procedural law in order to provide legal advice or to preside over quasi-judicial administrative hearings.

CLASS TITLE:

Attorney 3

CLASS NUMBER:

63844S

EFFECTIVE DATE:

9-22-91

CLASS CONCEPT:

The advanced level class works under direction & requires thorough knowledge of substantive & procedural law in order to serve as lead staff attorney by providing legal advice or to preside over quasi-judicial administrative hearings involving statewide impact or most complex issues.

Page 1 of 4

<u>CLASS TITLE:</u> Attorney 1	<u>CLASS NUMBER:</u> 63842S	<u>BARGAINING UNIT:</u> EX
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JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED).

Conducts legal research on assigned issues, legislation, agency policies, rules &/or programs, locates & reviews case & statutory law, constitutions, state &/or federal rules &/or legal treatises, analyzes findings & writes legal memoranda, legal briefs, pleadings &/or motions.

Assists higher-level attorneys prepare for cases or negotiations or provides recommendations regarding legal advice to administrators; edits & proofreads documents; drafts simple contracts, leases or agreements; coordinates work of clerical staff; responds to inquiries from agency employees, government officials &/or general public.

Major Worker Characteristics: Knowledge of law (i.e., procedural & substantive); legal research methods; legal writing; interviewing; laws, rules & procedures applicable to operations of employing agency*. Ability to deal with large number of variables & determine specific course of action; organize & interpret extensive variety of legal material in books, journals or legal documents; communicate verbally regarding legal issues; handle sensitive contacts with government officials &/or general public.

(*)Developed after employment

Minimum Class Qualifications For Employment: Admission to Ohio Bar pursuant to Section 4705.01 of Revised Code.

Training and Development Required To Remain In the Classification After Employment: 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.

Unusual Working Conditions: Not applicable.

<u>CLASS TITLE:</u> Attorney 2	<u>CLASS NUMBER:</u> 63843S	<u>BARGAINING UNIT:</u> EX
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JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED).

Provides legal advice & consultation to agency &/or institutional personnel, researches general issues (i.e., interpretation & application of laws, rules, court decisions/orders & procedures affecting daily operations) & assists agency's chief legal counsel, Office of Attorney General, county prosecutors &/or special counsel in resolution, negotiation, settlement &/or litigation of legal matters.

OR

Presides over quasi-judicial administrative hearings (e.g., ensures preservation of record; listens to witness testimony; rules on motions & objections; assesses witness credibility) & prepares written recommendations containing findings of fact & conclusions of law (i.e., cases involve issues which do not have statewide impact; cases heard are restricted to specific geographic region or agency other than Office of Attorney General; serves as district hearing officer in Industrial Commission).

Provides legal advice & responds to inquiries from state &/or county agency administrators, general public, legislators &/or government officials; investigates complaints of regulated industries & gathers & preserves evidence; attends meetings with attorneys &/or in-house counsel; testifies in court.

Conducts legal research of case & statutory law, constitutions, state &/or federal rules &/or legal treatises; drafts motions, pleadings, memoranda, contracts, leases, agreements, orders &/or other documents for agency staff; prepares reports & maintains records; monitors work of clerical staff to ensure work is performed properly.

Reviews agency programs & policies for legal implications &/or drafts new policies; reviews &/or drafts legislation &/or administrative rules; drafts advisory opinions for boards, commissions or other government officials; conducts grievance hearings.

Major Worker Characteristics: Knowledge of law (i.e., procedural & substantive); legal research methods; legal writing; interviewing; laws, rules & procedures applicable to operations of employing agency*. Ability to deal with large number of variables & determine specific course of action; organize & interpret extensive variety of legal material in books, journals or legal documents; communicate verbally regarding legal issues; handle sensitive contacts with government officials, adverse parties &/or general public.

(*)Developed after employment

Minimum Class Qualifications For Employment: Admission to Ohio Bar pursuant to Section 4705.01 of Revised Code.

Training and Development Required To Remain In the Classification After Employment:

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.

Unusual Working Conditions: Not applicable.

<u>CLASS TITLE:</u> Attorney 3	<u>CLASS NUMBER:</u> 63844S	<u>BARGAINING UNIT:</u> EX
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JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED).

Serves as lead or senior staff attorney by providing work direction & training to lower-level attorneys, provides legal advice & consultation to agency &/or institutional personnel, researches variety of legal issues including most complex legal concerns & assists in resolution, negotiation, settlement &/or litigation of legal matters.

OR

Presides over quasi-judicial administrative hearings (e.g., ensures preservation of record; listens to witness testimony; rules on motions & objections; assesses witness credibility) & prepares written decision containing findings of fact & conclusions of law (i.e., cases involve issues having statewide impact; decisions are only appealable to civil court system; cases involve multiple & most complex type of issues such as tax assessment audits, workers' compensation disability determinations/allowances, unemployment compensation appeals; serves as staff hearing officer in Industrial Commission).

Conducts legal research of case & statutory law, constitutions, state &/or federal rules, opinions &/or orders; drafts motions, pleadings, memoranda, contracts, leases, agreements, orders &/or other documents for agency staff; prepares reports & maintains records; prepares transcripts for appellate review.

Reviews agency programs & policies for legal implications &/or drafts new policies; reviews &/or drafts legislation &/or administrative rules; drafts advisory opinions for boards, commissions or other governmental officials; monitors work of clerical staff.

Provides legal advice to & responds to inquiries from state &/or county agency administrators, general public, legislators &/or government officials; attends meetings with attorneys &/or in-house counsel.

Major Worker Characteristics: Knowledge of law (i.e., procedural & substantive); legal research methods; legal writing; interviewing; laws, rules & procedures applicable to operations of employing agency*; employee training & development*. Ability to deal with large number of variables & determine specific course of action; organize & interpret extensive variety of legal material in books, journals or legal documents; communicate verbally regarding legal issues; handle sensitive contacts with government officials, adverse parties &/or general public.

(*)Developed after employment

Minimum Class Qualifications For Employment: Admission to Ohio Bar pursuant to Section 4705.01 of Revised Code; 6 mos. exp. as licensed attorney.

Training and Development Required To Remain In the Classification After Employment:

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.

Unusual Working Conditions: Not applicable.