

Attorney III (CSEA Attorney) (3869-12)

Highly Competitive Employee [Benefits Package](#) and Generous Paid Time Off

11 Paid Holidays, Immediately Begin Accruing Paid Vacation and Sick Time, and Paid Parental Leave. Ohio Public Employee Retirement System which includes 14% Employer Contribution AND a defined benefit option.

Highly Competitive and Comprehensive Benefits Package: Medical, HRA, Dental, Vision, Employer-Paid Life Insurance, Long-Term Disability, Tuition Reimbursement, Public Service Loan Forgiveness Eligibility, Free On-Site Parking, Wellness Incentives, robust Employee Assistance Program, access to Free Medical and Rx through Marathon Health, plus expansive Behavioral and Mental Health Resources, and More!

DEADLINE TO APPLY: Open Until Filled

WORK LOCATION:

Job & Family Services
222 E. Central Parkway
Cincinnati, OH 45202

WORK HOURS:

(Potential for Hybrid Remote Work Schedule)

ANNUAL SALARY: \$66,186

NOTE: Applicants for positions with Hamilton County Job and Family Services are subject to background screening in accordance with the document: "[Offenses that May Disqualify Candidates for Employment](#)." Convictions from this list may disqualify a candidate for employment with HCJFS.

Applicants for Children's Services positions cannot provide foster care for children in the custody of Hamilton County.

REQUIREMENTS (EDUCATION, EXPERIENCE, LICENSURE, CERTIFICATION):

- 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 in good standing pursuant to Rule VII of Rules of Government of Bar of Ohio.
- Three (3) years' experience as an attorney in Ohio; or equivalent.
- Admission to Ohio Bar pursuant to Section 4705.01 Revised Code.

JOB DUTIES (SUMMARY):

- Under general supervision from CSEA Legal Section Chief and CSEA Senior Attorneys or other administrative superior, independently prepares and tries cases related to child support matters. Attends pre-trial conferences and court hearings; negotiates out-of-court settlements; drafts legal documents and pleadings; takes depositions; prepares and argues appeals as necessary; reviews cases for feasibility of court or other legal action.
- Prepares legal pleadings/documents; files pleadings/documents with the court; drafts and prepares correspondence to clients; uses word processing to prepare pleadings/documents/correspondence; updates SETS with court dates, hearing results, genetic testing dates and results; updates running record comments on SETS; schedules genetic testing with laboratory; prepares court dockets; reviews administrative orders as necessary for filing with the court; performs all necessary clerical duties.

- Conducts legal research of case and statutory law, state and federal rules and/or legal treatises on pertinent questions related to child support issues. Prepares legal briefs, memorandums, and pleadings for use in judicial, quasi-judicial, and administrative proceeding at all levels of adjudication.
- Provides legal advice and consultation to Assistant Director, Senior Attorney, Section Chiefs and Agency staff regarding child support matters. Responds to inquiries from government officials, legislators, and the general public, as directed. Attends meetings, roundtables and seminars and may present at same, as requested. Maintains legal records. Addresses citizens' groups, as directed.
- Attends conferences and training.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES: (*Indicates can be developed after employment)

- **Knowledge of:** law (i.e. procedural and substantive); legal research methods; legal writing; interviewing; federal and state regulations specific to assigned program; agency policies and procedures.
- **Skill In:** Using legal research tools; use of management software; organization; operation of modern office equipment (computer, copier, fax machine, etc.); writing, analyzing information; use of computer and internet; public relations.
- **Ability to:** deal with large number of variables and determine specific course of action; organize and 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 and/or general public; deliver speeches before general audience; write accurate reports.

POSITIONS SUPERVISED:

- None

BACKGROUND CHECKS REQUIRED:

Background checks consistent with requirements in OAC 5101:2-5-09 must be completed at employment and every ten years following, including but not limited to the following systems:

- State Automated Child Welfare Information System (SACWIS)
- State Child/Abuse Neglect Central Registry Check for any state in which the applicant resided within the last five years
- Ohio Bureau of Criminal Identification Investigation (BCI)
- FBI
- National Sex Offender Public website (WWW.NSOPW.Gov) Code 5101:2-5-09 must be conducted for each prospective employee