



Franklin County Children Services

POSITION DESCRIPTION

About us:

Franklin County Children Services (FCCS) is a large, metropolitan child welfare agency with more than 300 caseworkers and 400 support staff members dedicated to child protection and family stability. FCCS believes in investing our time and resources to attract and hire an engaged, talented, and diverse workforce that is committed to protecting children by strengthening families.

Benefits of working for us:

Hiring Bonus up to \$1,500; *Low Premium* Medical, Dental, & Vision; OPERS (Ohio Public employment Retirement System); Life Insurance Coverage *at no cost* (up to 50,000); Tuition Reimbursement; EAP Program; *Additional Raises* over the next three years (based on continuous service); Generous personal, vacation, & sick time.

Job title: Staff Attorney

Location: 4071 E. Main Street

Job Type: Full-Time

Starting Salary: \$30.29

Key Responsibilities: Franklin County Children Services is seeking an experienced attorney, licensed in the State of Ohio to fill the position of staff attorney. Primary responsibilities include legal research, client consultation, case assessment and litigation. The position will focus on the provision of legal representation for regional service teams, from case opening through final permanent disposition. Salary commensurate with experience.

Qualifications:

- Two to five years of litigation experience in Juvenile Court, is strongly preferred.
- The successful candidate will be able to demonstrate a commitment to cultural diversity, strong communication skills, both written and verbal, an ability to meet organizational goals.

- Admission to Ohio Bar pursuant to Section 4705.01 of Revised Code
- Has received your Juris Doctor

Additional Duties and Responsibilities

50% Assists in court coverage for all dockets covered by court liaisons. Represents the agency and advocates to protect the agency's interests in all pre-dispositional cases as needed. 2 Identifies gaps in agency practice that impact court orders. Assists in the exchange of information between all parties; assists agency staff with legal issues on cases; answers legal questions and/or refers to or confers with prosecutor's office with respect to predisposition cases.

20% Assists in maintaining pre-dispositional legal files for all cases, including providing legal advice on the needed service of process for pre-dispositional complaints filed by FCCS/Court Liaison Office in accordance with the procedures outlined in the Ohio Rules of Civil Procedure and the Ohio Rules of Juvenile Procedure. Assists in filing and ensuring accurate service of process on all parties and interested persons; communicates with casework staff to discuss legal issues in child welfare cases.

20% Develops pleadings, motions and other legal documents for filing in court based upon legal knowledge and research as well as information learned; assists in preparing and maintaining legal files for all prepared cases; assists in the exchange of information between all parties related to such court filings; responsible for A/N/D cases and DUTY coverage as assigned by Deputy Chief Legal Counsel; works with staff to prepare contested cases for trial; interviews and prepares witnesses, seeks out documentary evidence; regularly meets with supervisor and other Legal Department staff, and maintains statistics regarding caseload to be submitted monthly or as otherwise required by department policy. **ADDITIONAL DUTIES AND RESPONSIBILITIES:**

5% Counsels and trains agency staff regarding child welfare practice; reviews and assists with policy development through the provision of legal analysis and advice through committee assignment. Attends staff development training meetings and other unit/department meetings. Actively participates in any workgroup assignments. Attends supervisory conferences. Completes additional reporting/statistics as requested.

5% Performs other related duties as assigned.

How to Apply

Please send applications and resumes to fccshr@fccs.us.

For information on FCCS, including employee benefits and our company culture, visit our website at <https://externalfccsapps.fccs.franklin.oh.us/FCCSForms/Employment.aspx#!/jobs/list>

All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.