

## **Attorney III - Child Support Attorney (2000-12)**

**Deadline to Apply:** September 9, 2019

### **Work Location:**

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

**Work Hours:** Full Time – 80 hours biweekly

**Starting Salary:** \$58,052.00

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.

### **Requirements (Education, Experience, Licensure, Certification):**

Admission to Ohio Bar pursuant to Section 4705.01 or Revised Code. 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) year experience as attorney. Passed Ohio bar examination.

### **POSITIONS SUPERVISED:**

None

### **KNOWLEDGE, SKILLS AND ABILITIES:** (\*Indicates 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.

**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.

### **LICENSURE AND CERTIFICATION REQUIREMENTS:**

Admission to Ohio Bar pursuant to Section 4705.01 Revised Code

### **Job Duties (Summary):**

- Under general supervision from CSEA Legal Section Chief and the Senior Attorney 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; creates attorney packets/files for use in court cases; copies and files documents in attorney packets; drafts and prepares correspondence to clients; uses work 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; prints court dockets and "pulls" corresponding files; 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.
- Performs other related duties as assigned.
- Attends necessary CLE and child support related trainings as required.