



**DELAWARE, COUNTY OF (OH)**  
invites applications for the position of:

## **Staff Attorney**

---

**SALARY:** Depends on Qualifications

**DEPARTMENT:** Board of Commissioners

**DIVISION:** Job & Family Services

**OPENING DATE:** 10/23/20

**CLOSING DATE:** 11/11/20 11:59 PM

### **OBJECTIVES:**

Under general supervision of the Delaware County DJFS Director; works to assist JFS staff interpreting laws, rules and policies governing all agency programs. Assists protective services casework staff in reaching well-informed and plausible decisions regarding actions on legal aspects of child welfare cases; prepares and presents cases for court; conducts legal research and offers legal advice; prepares for and conducts quasi-judicial hearings; creates and supports communication with the Delaware County Courts; regularly acts as liaison with the Prosecutor's office, practicing attorneys, casework staff, and county administration. The employee will help the agency achieve CFSR standards and help ensure service delivery that focuses on Safety, Permanency and Well-being for the families served by the agency. The employee is committed to practicing cultural competence by: working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages and appearances in a manner that recognizes, affirms and values the worth of individuals, families and communities and protects and preserves the dignity of each. Individual reports to the JFS Director.

### **JOB STANDARDS:**

- Juris Doctorate degree is required, and must be licensed, admitted, and be in good standing with the Ohio Bar for practice as an Attorney in the State of Ohio;
- Three (3) to five (5) years' experience in child welfare or the practice of juvenile law; strong time management and interpersonal communication skills combined with a demonstrated ability to manage and lead subordinate personnel;
- Must possess a State of Ohio Driver's License and acceptable driving record.
- Must meet and maintain qualifications for driving on county business as a continued condition of employment
- All required licenses and certificates must be maintained as a condition of continued employment.

### **ESSENTIAL FUNCTIONS:**

- Meets with management and casework staff to discuss legal issues in protective services, public assistance and workforce development;
- Develops pleadings, motions and other legal documents for filing in court based upon legal knowledge and research as well as information learned;
- Represents the agency in protective service cases, post-dispositional and miscellaneous cases; Assists in filing and ensuring accurate service of process on all parties and interested persons;
- Assists in the exchange of information between all parties;
- Assists in maintaining legal files for all cases;
- Represents agency on all post dispositional motions, including permanent custody hearings, by attending all hearings and completing reports for the department and staffing cases;
- Independently prepares for and handles trials.

- Regularly meets with administrator to discuss trends in legally involved child welfare cases;
- Works to resolve issues which cause children to remain in placement;
- Reviews and assists in policy development for the client-agency;
- Develops and regularly provides training to agency staff on working with the court;
- Interviews and prepares witnesses, seeks out documentary evidence;
- Oversees, directs and guides the work of subordinate personnel;
- Demonstrates a comprehensive and professional knowledge of public administration, government structure and process, employee relations; office practices and procedures and public relations;
- Attends meetings and training as required; attends phone conferences, webinars, and meetings as needed;
- Demonstrates regular and predictable attendance;
- Holds confidential, all aspects of the job;
- Performs typing, word processing, and related computer operations;
- Works outside of typical work schedule/business hours as required; and
- Other duties as assigned.

### **SUPPLEMENTAL INFORMATION:**

Complete job description is available on the [Class Specifications](#) page.

**Equal Opportunity Employer  
M/F/D/V**

---

10 Court St.  
Delaware, OH 43015  
740-833-2120

Position #2000066  
STAFF ATTORNEY  
MB

[mbrown@co.delaware.oh.us](mailto:mbrown@co.delaware.oh.us)

---