



## **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.

#### **Purpose:**

Franklin County Children Services is seeking a Legal Aide who has successfully completed a certified paralegal program through an accredited college or university. Primary responsibilities include, but are not limited to: drafting motions, affidavits, and other pleadings; notarizing documents; retrieving, reviewing, and redacting information responsive to requests for information; and filing legal documents within the Franklin County Court system. Familiarity with the court's electronic filing system and knowledge of juvenile procedure are preferred. Must be a State of Ohio notary or willing to obtain a notary commission. The successful candidate will be able to demonstrate a commitment to cultural diversity, have strong communication skills, be capable of meeting organizational deadlines and goals, and be able to complete legal case work in a timely manner to contribute to the agency's continuous quality improvement and evaluation efforts. Typical hours for this position are Monday through Friday from 8 a.m. to 5 p.m. but may vary based on agency need.

**Job title: Legal Aide**

**Location: 4071 East Main Street - Legal**

**Job Type: Full-Time**

**Starting Salary: \$18.51**

### **Key Responsibilities:**

- 40%** Drafts and notarizes legal pleadings, including, but not limited to, complaints, motions, ICWA notifications and affidavits; attends permanency staffing's with agency attorney in preparation for drafting of legal pleadings; provides backup support to other legal aide positions; prepares case summaries, legal documents, and reports for review, approval, and/or use by agency attorneys or administrative assistant; responds to general inquiries by agency staff; provides preliminary information to agency attorneys on legal matters; drafts responses to inquiries involving legal questions; provides assistance to attorneys and supervisors in conferences; researches federal and/or state statutes, records, judicial decisions, and other legal sources and reference materials, such as Lexis Nexis, in order to prepare responses to inquiries, complaints, claims, or legal/administrative procedural issues.
- 40%** Files prepared motions, service of process, ICWA notifications, objections, briefs, memorandums, discovery demands, and subpoenas with the court; completes criminal records checks and certification of documents through various court systems.
- 10%** Assists in the establishment and maintenance of legal records and departmental statistics; provides back-up support to legal aide responsible for processing discovery requests, subpoenas, and judicial orders.

### **ADDITIONAL DUTIES AND RESPONSIBILITIES:**

- 5%** Disseminates information in response to requests for information and requests from governmental or private entities.
- 5%** Performs other related duties as assigned.

### **Qualifications:**

**Minimum Qualifications:** Ability to calculate fractions, decimals & percentages, and to read and write common vocabulary. Plus 1 course in legal research (or 1 mo. exp.); 1 course in legal terminology (or 1 mo. exp.); 1 course in legal issue recognition (or 1 mo. exp.); 1 course in case and statutory interpretation (or 1 mo. exp.); 1 course in legal analysis (or 1 mo. exp.); 1 course in law (or 1 mo. exp.); 1 course in pleadings (or 1 mo. exp.); 1 course in evidence (or 1 mo. exp.); 1 course in legal communications to include writing and exposition skills, preparation of briefs, memoranda and contracts (or 1 mo. exp.); 1 course in civil procedure, i.e., jurisdiction, motions, joinder of parties & causes of action (or 1 mo. exp.); 1 course in legislation, i.e. policy formulation, drafting, statutory construction (or 1 mo. exp.); 1 course in legislative process, i.e., system by which legislation is drafted, introduced, amended & passed (or 1 mo. exp.); 1 course in court filing procedures (or 1 mo. exp.); or equivalent. Successful completion of certification program for Paralegal or Legal Aide at approved college or university may be substituted for above coursework.

**Preferred Qualifications:** Completion of Paralegal certificate at approved college or university and demonstrated knowledge, skills, and experience regarding legal research, legal terminology,

legal analysis. Ability to deal with many variables and determine a specific course of action. Handle sensitive inquiries from and contacts with officials and general public and civil service procedures. Excellent written and oral communication skills. Knowledge of juvenile law and procedure. Knowledge of Franklin County Juvenile Court. Excellent organizational skills. Must be proficient with word and basic computer programs. Must have a valid notary commission or willing to attend training to obtain notary commission. Experience is a plus, but not required.

**How to Apply**

Please send applications and resumes to [fccshr@fccs.us](mailto: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.*