



Franklin County Children Services has a current vacancy for:

Legal Aide

Location: Columbus, OH

Job Type: Full-Time; Non-Exempt; 40 hrs.

Starting Salary: \$16.86 per hour

Key Responsibilities:

- Drafting motions, affidavits, and other pleadings
- Notarizing documents
- Retrieving, reviewing, and redacting information responsive to requests for information
- Filing legal documents within the Franklin County Court system

Minimum Qualifications:

- Coursework for Paralegal or Legal related field, or relevant work experience
- Ability to calculate fractions, decimals & percentages, and to read and write common vocabulary

Preferred Qualifications:

- 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

How to Apply:

Please send your resume and cover letter to fccshr@fcs.us

For information on FCCS, including more information on employee benefits and our company culture, visit our website at <http://childrenservices.franklincountyohio.gov/about/employment.cfm>.

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.

Human Resources
855 W. Mound St.
Columbus, Ohio 43223
614.351.2000 fccshr@fcs.us

"Protecting Children by Strengthening Families. "