



COUNTY OF SUMMIT, OHIO

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## Legal Counsel

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## Position Details

### Job Information

<b>Appointing Authority</b>	Summit County Children Services
<b>Department/Division</b>	Children Services
<b>Full Time/Part Time</b>	Full Time
<b>Regular/Temporary</b>	Regular
<b>Work Schedule</b>	Monday – Friday, hours may vary

**Job Description**

The Legal Counsel supports the mission of the agency through quality and timely legal services to staff and administrators. The incumbent supports all aspects of the agency's legal needs with primary emphasis on Child Welfare litigation including but not limited to legal representation, research and analysis of laws, regulations and cases, legal consultation, training and mentoring of staff in the context of compliance with state and federal laws and risk management. The Legal Counsel 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 respects and preserves the dignity of all. The Legal Counsel commits to adhere to SCCS' mission, vision, and values at all times.

**Required Qualifications****Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

Juris Doctorate Degree from an accredited school of law required with a minimum of two (2) years in child welfare and/or Juvenile law practice preferred. Government affairs experience in public sector preferred. Undergraduate degree in a social service related field preferred.

**Preferred Qualifications****Pre-Employment Testing Requirements**

Criminal Background Check, Pre-employment Drug and Alcohol Testing

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is rarely exposed to outside weather conditions. The noise level in the work environment is usually moderate.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this Job, the employee is regularly required to sit; use hands to manipulate objects; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk.

The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to twenty-five (25) pounds, occasionally lift and/or move up to fifty (50) pounds and rarely lift and/or move up to seventy-five (75) pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**Licensing/Certification**

Licensed to practice law in the State of Ohio required.

Incumbent must possess a valid State of Ohio drivers' license with no more than eight (8) points on his/her driving record at any time to drive his/her/their own vehicle and no more than six (6) points to drive an agency vehicle. Incumbent must also possess auto insurance as defined by Ohio Administrative Code (OAC) at all times.

Incumbent must also adhere to agency policies that address these topics.

#### **Supervisory Responsibilities**

Incumbent may be required to directly supervise up to three (3) subordinate employees in the Legal Services department.

Carries out supervisory responsibilities in accordance with the organization's policies, procedures, and applicable laws. Responsibilities include interviewing, planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

#### **Additional Information**

#### **Other Qualifications**

Regular attendance is required. Incumbent must adhere to Agency policies regarding use of time off at all times.

Incumbent is required to adhere to Agency rules & regulations and support the mission, vision & guiding principles at all times.

Incumbent is required to travel to/from Agency meetings within the County and State as directed by the Executive Director and/or Division Director, and as required for job duties. Travel requires the use of a vehicle insured in the incumbent's name unless a County-owned vehicle is secured. Personal vehicles must be in good working order and appropriately accommodate passengers as needed.

## Job Duties

#### **Job Duty Name**

Essential Job Duties and Responsibilities

**Essential Duties and Responsibilities include the following.** Other duties may be assigned.

Represents the agency in litigation proceedings which include, but are not limited to, drafting all necessary legal pleadings, conducting legal research and analysis, providing ongoing legal consultation to staff and supervisors in Child Welfare law and all aspects of agency operations.

Co-counsels Juvenile Court cases with assigned prosecutor and also works with assigned caseworker to ensure successful case presentation with a focus on the best outcome for the child.

Works closely with assigned prosecutor to ensure proper service of pleadings and case plans are made to all necessary parties, subpoenas are issued for all necessary witnesses, and to ensure relevant issues are identified and properly presented. Also ensures that the agency is in compliance with all court orders and applicable laws.

Serves as Liaison between the agency and Juvenile Court relative to systemic issues as assigned and directed by the chain of command.

Recommends appropriate action and/or policies to minimize agency risk and liability.

Mentors staff regarding court proceedings and testimony.

Counsels staff regarding compliance with and implementation of key court decisions; provides legal training on an ongoing basis to staff and community groups.

#### **Description of Job Duty**

Assists peer(s) who are responsible for procurement, contract management, insurance and risk management, and government affairs as needed.

Participates in workgroups to complete special projects or goals assigned to the Administrative & Legal Services division.

Provides legal services relative to Health Information Portability and Accountability Act (HIPPA), Multi-ethnic Placement Act (MEPA), Indian Child Welfare Act (ICWA) and Title IV-E compliance. May be required to assist the agency's Civil Rights Coordinator or MEPA Monitor in his/her absence.

Attends trainings as identified by the chain of command; Maintains professional and technical knowledge by attending educational workshops; reviews professional publications; establishes personal networks; participates in professional societies/associations.

Participates in agency wide and community initiatives which support the overall mission of the agency; participates on agency committees where applicable/appropriate.

Supports other staff within the department/unit as needed; Assists in the orientation/shadowing of agency staff as required by the employee's chain of command.

Attends and participates in supervision meetings as established by the employee's chain of command and based on the needs of the employee/workload; Attends and participates in all agency meetings including unit, department, division, and all staff meetings.

Adheres to all agency policies and procedures, including but not limited to the agency's Professional Ethics and Conflict of Interest policy.

#### **Job Duty Name**

Management Competencies

#### **Description of Job Duty**

#### **Management Competencies**

To perform this job successfully, an individual must demonstrate the following competencies:

1. Adaptability – Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events; Reacts well under pressure.
2. Analytical – Collects data; Uses intuition and experience to complement data; Designs workflows and procedures.
3. Business Acumen – Understands business implications of decisions; Aligns work with strategic goals; Works within approved budget; Develops and implements cost saving measures; Conserves organizational resources.
4. Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings. Writes clearly and informatively; Edits work for spelling and grammar; Varies writing

style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

5. Customer Service – Manages difficult or emotional client and employee situations; Responds promptly to client's/employee needs; Solicits client feedback to improve service; Responds to requests for service and assistance; Meets commitments.
6. Decision Making – Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
7. Delegation – Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.
8. Dependability – Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time. Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.
9. Diversity – Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; Builds a diverse workforce.
10. Ethics – Inspires the trust of others; Works with integrity and ethically; Upholds organizational values; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions.
11. Initiative – Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
12. Innovation – Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.
13. Interpersonal Skills – Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things; Approaches others in a tactful manner.
14. Leadership – Exhibits confidence in self and others; Inspires and motivates others to perform well; effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
15. Managing People – Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products, and services.; Continually works to improve supervisory skills.
16. Motivation – Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
17. Planning/Organizing – Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules staff and their tasks; Develops realistic action plans.
18. Problem Solving – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
19. Organizational Support – Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
20. Safety and Security – Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
21. Strategic Thinking – Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Identifies external threats and opportunities; Adapts strategy to changing conditions.
22. Technical Skills – Assesses own strengths and weaknesses. Pursues training and development opportunities. Strives to continuously build knowledge and skills. Shares expertise with others.
23. Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
24. Quality – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Monitors own work to ensure quality.
25. Quantity – Meets productivity standards; Completes work in timely manner; Strives to increase productivity.

## Requisition Details

### Requisition Details

<b>Requisition Number</b>	C/U - 0522022-P
<b>Working Title</b>	Legal Counsel
<b>Posting Type</b>	External/Public Posting
<b>Number of Vacancies</b>	1
<b>Advertised Salary</b>	\$31.52 per hour minimum
<b>Open Date</b>	04/06/2022

**Close Date** 08/05/2022

**Open Until Filled** No

**Special Instructions  
Summary**

## Supplemental Questions

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Required fields are indicated with an asterisk (\*).

1. \* Do you have your Juris Doctorate Degree?
  - Yes
  - No
2. \* Are you licensed to practice law in the State of Ohio?
  - Yes
  - No
3. \* Do you possess a degree in one of the following: Social Work, Counseling, Psychology, Sociology, Criminal Justice, Human Development and Family Studies or Child and Family Studies?
  - Yes
  - NO
4. \* Do you have experience working in a Child Welfare or other similar agency?
  - Yes
  - No
5. \* How many years of experience do you have working in a child welfare/other similar agency and/or in juvenile law?
  - 1 year
  - 2 to 3 years
  - 3 or more years
6. \* Have you ever interviewed for employment or been employed at SCCS or Summit County? If yes, please give dates and explanations. If no, please enter "No"  
(Open Ended Question)
7. \* Are you related to anyone on the Board of SCCS or anyone employed by SCCS or Summit County? If yes, please give name and relationship. If no, please enter "No"  
(Open Ended Question)
8. \* Have you ever received services or been involved with Summit County Children Services or any other Child Welfare system as a child or as an adult? If yes, please provide relevant information. If no, please enter "No"  
(Open Ended Question)
9. \* Have you been convicted of or plead guilty to any offense identified in the Ohio Administrative Code (OAC) 5101:2-5-09? If yes, please give offenses, dates and explanations. If no, please enter "No"
  - Yes
  - No
10. \* Have your driving privileges ever been denied, suspended or revoked? If yes, please give dates and complete reasons. If no, please enter "No"  
(Open Ended Question)
11. \* What is your driver's license number? If you do not possess a driver's license, please enter "N/A".  
(Open Ended Question)

## Documents Needed to Apply

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**Required Documents**

1. Resume
2. Cover Letter

**Optional Documents**

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