



FULL-TIME EMPLOYMENT OPPORTUNITY

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| Position Title: | Legal Specialist PCN 40108.0 |
| Location/Department: | Job & Family Services/Family & Children Services division |
| Beginning Hourly Pay Rate: | \$16.22 + 3% increase after completion of probation; Pay Range D |
| Classification: | Full-time, Classified, Non-exempt, Bargaining Unit |
| Date Issued: | April 8, 2022 |
| Application Deadline: | Open Until Filled. 1st review of applications April 22, 2022 |

Instructions: Interested applicants must submit a letter of interest, a current resume and a completed Clark County employment application. Please be sure to specify skills and experience applicable to the position for which you are applying. Applications are available at Springview Government Center, CCDJFS, OhioMeansJobs, or may be found online at www.clarkcountyohio.gov. Interested CCDJFS employees must submit a current resume and a letter of interest. Please note that internal applicants no longer need to complete an Internal Application.

GENERAL JOB RESPONSIBILITIES:

This position is currently located with the Family and Children Services division (FCS). The employee will act as a legal clerical specialist. This position oversees the completion and handling of all legal documentation in the FCS division. General functions include word processing, basic spreadsheets, data entry, letters, memos, filing, scanning, copying, faxing and updating computer files.

The employee will prepare court orders, entries, and other legal documents under the supervision of the assistant prosecuting attorney. The employee will complete all necessary steps to provide legal discovery to attorneys. The employee will prepare legal service, postings, and publications under the direction of attorney. The employee will maintain the division legal calendar and track all legal deadlines.

The employee will maintain client files, which includes copying, scanning, filing, and distributing as necessary. The employee will perform other duties as required by the division including, but not limited to, preparing monthly reports, preparing/mailing business letters, completing large copy jobs, scheduling meetings, and taking minutes during meetings. This position requires the ability to maintain accurate records, the ability to multi-task and remain calm and professional at all times. Other duties may include coverage of the front desk and handling requests from Division Administrator. The employee must have strong understanding of confidentiality.

MINIMUM QUALIFICATIONS:

- High school diploma and/or GED required

PREFERRED QUALIFICATIONS:

- Completion of two years of technical training in office administration/secretarial with emphasis on legal secretarial functions
- Or two courses or twelve months experience in typing, two courses or twelve months experience in legal research and writing, Or two courses or twelve months experience in legal office procedures, or one course or six months experience in business law, two course or twelve months experience in word processing
- Must be proficient in use of Word, Excel and be able to quickly learn other computer programs as needed

Note: Additional consideration may be given for years and types of experience and education beyond the minimum and preferred qualifications, knowledge, skills, and abilities.

BENEFITS:

12 Paid Holidays, Ohio Public Employees Retirement (OPERS), Health, Dental, and Vision Insurance, Disability & Life Insurance, Tuition Reimbursement, Sick & Vacation Leave and Opportunities for Growth & Promotion.

**Applicants needing accommodation for completing application or interview,
please contact the Human Resource department at 937-521-2018.**

CCDJFS is and Equal Opportunity/ADA Compliance Employer.

CCDJFS does not discriminate on the basis age, ancestry, color, disability, ethnicity, familial/marital status, gender identity, genetic information, language, military/veteran status, national origin, pregnancy, race, religion, sex, sexual orientation, socio-economic status.