



NOTICE OF VACANCY Stark County Job & Family Services

Chief Legal Counsel Child Support Enforcement

SUMMARY

The CLC oversees all legal operations of the Child Support division of SCJFS and provides legal guidance to other divisions within SCJFS as needed. Reviews all reports presented by Child Support legal staff and makes decisions regarding various legal aspects ranging from lawsuits to contracts. Offers advice to Child Support Management Team in policy making and formulating strategies regarding operations of the division. Ensures highest levels of accuracy and confidentiality on all legal data for SCJFS.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES (The functions listed below are intended to depict general job assignments, abilities and responsibilities required of this position. Other duties as assigned).

Prepares and tries court cases on behalf of the Child Support Division, including preparing appeals, that go before the state court of appeals, to include cases reaching the Ohio Supreme Court.

Prepares, conducts and presides over quasi-judicial hearings within agency, reviews evidence and renders decisions accordingly.

Conducts or presides over hearings and pre-trial hearings.

Provides legal advice and services to the appointing authority, administrative personnel and other state or county agencies on issues related to SCJFS.

Provides analysis and interpretation of state and/or federal laws and rules.

Counsels agency personnel on work related legal matters and established legal procedures.

Determines legality of existing rules, regulations and procedures.

Drafts new policies/procedures, etc., as needed.

Represents agency in various legal proceedings.

Attends CSEA management team meetings and trainings.

Attends state meetings and trainings as needed

Conducts and prepares opinions on pre-trial conferences, out-of-court negotiations and settlements, etc.

Researches legal questions relating to agency proceedings as necessary.

Provides recommendation and oversight on all public record requests.

Conducts research, interviews clients, and witnesses and handles other details in preparation for trial.

Prepares legal briefs, develops strategy, arguments and testimony in preparation for presentation of case.

Demonstrates a thorough understanding of the filing processes of the clerk of courts.

Interprets laws, rulings, and regulations for individual employees related to agency business.

Confers with colleagues with specialty in area of lawsuit to establish and verify basis for legal proceedings.

SUPERVISORY RESPONSIBILITIES:

Responsible for the overall supervision of employees within the division's legal department. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, reviewing, monitoring and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Approves leave requests. Resolves most difficult problems that arise, adjusts employee grievances and/or complaints. Monitors and evaluates program area to ensure compliance with federal, state and local laws, rules and regulations.

QUALIFICATION REQUIREMENTS:

To perform this job satisfactorily, the employee must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge, skill and ability required. Reasonable accommodations may be made for individuals with disabilities.

EDUCATION AND/OR EXPERIENCE:

Juris Doctorate Degree from an accredited institution of higher education;
Experience in supervising legal staff within a social service agency.

CERTIFICATES OR LICENSES:

Must maintain a valid license to practice law in the State of Ohio and be in good standing with the State Bar Association at all times. Valid Driver's License to access work site and other work-related locations as well as ability to maintain insurability in accordance with ORC 4509.51 at all times.

COMPUTER EXPERTISE REQUIRED / EQUIPMENT OPERATED:

Must be able to operate and function within state and county computer systems, specifically SACWIS, OB and SETS.

To apply, please access the agency's website at www.starkjfs.org An online application can be found under the Careers link. Applicants have the ability to upload a letter of interest and current resume.

We are an equal opportunity employer that does not discriminate based upon sex, race, creed, color, age, national origin or disability. Applicants may request reasonable accommodations to participate in the interview process.

NO PHONE CALLS WILL BE ACCEPTED