



## HUMAN SERVICES DIVISION

Daniel B. Brenneman

Director

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[www.muskingumcountyjfs.com](http://www.muskingumcountyjfs.com)

### POSITION OPPORTUNITY

CLASSIFICATION: LEGAL SPECIALIST  
CLASS NUMBER: 10121  
BASE SALARY: \$ 17.93\* per hour  
PAY RANGE: 5  
DIVISION: CHILD SUPPORT  
JOB LOCATION: 445 East Pike, Zanesville, Ohio 43701  
HOURS OF WORK: FLEXIBLE BETWEEN 7:00 A.M.TO 5:00 P.M.; M THRU F

\* 3-month training period pays .50 per hour less than above amount

\* 3-month probationary period pays .25 per hour than above amount

EFFECTIVE: Immediately

Apply by: Mail: HUMAN RESOURCES MANAGER  
MUSKINGUM COUNTY JOB AND FAMILY SERVICES  
or 445 Woodlawn Ave./P.O. Box 100  
Zanesville, Ohio 43702-0100  
E-mail: [Muskingum.HR@jfs.ohio.gov](mailto:Muskingum.HR@jfs.ohio.gov)

**Date Posted:** August 16, 2022

**Deadline:** August 22, 2022

Documentation of meeting posted minimum qualifications must accompany either application, resume or work record information. Insufficient documentation regarding minimum qualification requirement may disqualify candidate from applicant pool.

Must be able to pass a drug test, physical and criminal background investigation.

#### Type of Position

Exempt  Classified  Permanent  Part Time  
 Bargaining Unit  Unclassified  Full-Time  Intermittent

### **INTERNAL / EXTERNAL POSTING**

*Muskingum County Job & Family Services is an Equal Opportunity Employer.*

“People dedicated to helping people.”

## **JOB DUTIES:**

Assists attorney and legal specialist supervisor and CSEA manager as assigned. Completes referrals for legal action and assists in the processing, handling, and completion of specified legal documents. Reviews contracts, wills, pleadings, entries and other legal documents. Provides recommendations, consultation and research on child support issues including laws, court rulings, and procedures as these affect daily operations. Reviews and researches legal standards, statutes, rules and regulations to ensure compliance with same and with legal standards by reviewing files and making determinations regarding action to be taken and by creating documents for use regarding legal or agency matters. Researches federal, state, and local statutes, rules, regulations, judicial decisions and other legal sources and reference material to assist staff attorneys and conducts legal research using case law reporters, law review articles, digests and other legal and non-legal references and resources, and Shephardizes cases.

Organizes and maintains research resources (case law, briefs, etc.). Drafts and prepares subpoenas, briefs and other pleadings for trial and appellate cases, memoranda, reports, contracts, motions, affidavits, proposals for policy, legislation, rules or regulations; prepares case summaries and reports for review for approval and signature of staff attorneys; files and responds to general inquiries, disseminates information as assigned. Locates and reviews case files and legal documents and makes recommendations. Makes recommendations/decisions as assigned concerning the process for flow of legal issues. Prepares, processes, and handles documents such as court orders, agreed judgment entries, etc. Files documents with various courts including Domestic Relations Court and Juvenile Court. Compiles information and keeps statistics for use by attorneys or legal specialist supervisor in preparing reports of legal actions. Corresponds with various agencies and individuals (i.e. other state agencies/courts, law enforcement staff, etc.). Creates and maintains databases as assigned. Interviews parties and witnesses. Acts as agency contact person for interstate cases. Assists with writing local policies and procedures. Performs general clerical tasks. May act as agency representative in court at various hearings. Serves on agency committees, including but not limited to public records, records retention and destruction, safety committee.

Attends meetings, conferences, workshops, and other training sessions as necessary or assigned. Performs other duties and/or special projects as assigned.

## **Minimum Qualifications:**

### **\*Paralegal Degree preferred but not required**

Completion of two years of technical training in office administration/secretarial science 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, two courses or twelve months experience in legal office procedures, one course or six months experience in business law, two courses or twelve months experience in word processing, and one course or six months experience in interviewing principles.

**Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.**