

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	CLASSIFICATION SERIES: Attorney	SERIES NO.: 6384	
	MAJOR AGENCIES: Attorney General only	EFFECT. DATE: 01/01/1980	NEW EFF. DATE: 09/22/1991

SERIES PURPOSE:

The purpose of the attorney occupation is to protect state or public interests by providing legal analysis of problems, representing state in lawsuits, administrative hearings & negotiations, by providing legal advice or presiding over quasi-judicial hearings.

Incumbents assist attorneys by conducting legal research & write legal documents.

CLASS TITLE:

Legal Intern

CLASS NUMBER:

63840

EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

09/22/1991

CLASS CONCEPT:

The entry level class works under immediate supervision & requires some knowledge of law & legal research methods in order to assist attorneys by conducting legal research & writing memorandums or other legal documents.

<u>CLASS TITLE:</u> Legal Intern	<u>CLASS NO.:</u> 63840	<u>BARG. UNITS:</u> 047
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EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

09/22/1991

JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THESE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED.)

Assists attorneys by conducting legal research on defined or potential issues in cases, locates & reviews case & statutory law, constitutions, state &/or federal rules &/or legal treatises to determine applicability & support for substantive & procedural legal issues, compiles & analyzes findings & writes legal memoranda or portions of legal briefs &/or prepares oral reports of research findings.

Edits legal documents & sheppardizes cases to ensure current viability; reviews court transcripts & records observations; reviews motions, pleadings, correspondence &/or other legal documents to identify issues or recommend changes.

Coordinates work with clerical staff to ensure compliance with court rules for formatting & to ensure deadlines are met; photocopies cases, transcripts &/or other legal materials.

MAJOR WORKER CHARACTERISTICS:

Knowledge of law (e.g., criminal, contract, tort, rules of evidence); legal research methods; legal writing; civil, criminal &/or administrative rules of procedure*. Ability to define legal problems, collect data, establish facts & draw valid conclusions; ability to organize & interpret extensive variety of legal material in books or journals; communicate verbally regarding legal issues.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Certificate as legal intern as issued by Ohio Supreme Court.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Must maintain enrollment in law school.

UNUSUAL WORKING CONDITIONS:

Not applicable.