



Franklin County Domestic and Juvenile Courts

POSITION TITLE:	LEGAL DIRECTOR
IMMEDIATE SUPERVISOR:	Court Administrator
WORKING HOURS:	Monday- Friday 8am-5 pm
STARTING SALARY:	\$118,331.20 annual Position is subject to 180-day probationary period.
MINIMUM REQUIREMENTS:	Graduate of accredited law school and admitted to the Bar of Ohio with five to seven years of relevant domestic relations and juvenile law experience. Minimum of three (3) years supervisory experience. Minimum of five (5) years of court operations management preferred.

Unclassified (exempt)

POSITION SUMMARY:

The Legal Director is responsible for overseeing the Assignment Office. Provides legal advice to the Court, prepares resolutions, and forms, and participates in major legal actions; and foresees and protects the Court against legal risks regarding domestic and juvenile matters.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

The essential functions listed are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Responsible for the direct oversight of the Assignment Office to include performance evaluation, discipline, and timekeeping. Provides leadership and supervision to the Assignment Office to ensure cases are scheduled in compliance with time requirements pursuant to the Rules of Superintendence, local rules, and statutes.
2. Assures timely resolution of all cases for the domestic and juvenile court's dockets. Monitors cases pending beyond guidelines, manages Court case flow, and advises the Judges and magistrates on legal and judicial case issues.
3. Develops and implements strategies to enhance case flow to ensure consistency, efficiency, and effectiveness within the Court.
4. Develops and maintains policy and procedure on case flow processes, workflow process optimization, and best practices. Identifies areas for improvement within assignment and courtroom processes.
5. Creates dockets for newly elected Judges and appointed magistrates' dockets.
6. Collaborates with Assignment Commissioner to audit, compile and validate monthly statistical data and prepare reports for Court Administrator, Judges, Magistrates, and submission to the Supreme Court of Ohio.
7. Tracks legislation, (e.g., reviews Gongwer and Supreme Court daily to identify bills introduced that affect the Court), tracks bills through legislative process, briefs the Court on new legislation, develops and implements forms and procedures required by new legislation, responds to requests for comments on pending legislation.

8. Drafts Administrative Orders regarding local procedural/legislative changes. Drafts, revises, and publishes the Court's Local Rules.
9. Completes legal review of contracts, proposed Memoranda of Understanding, and public records requests prior to release.
10. Completes special projects as assigned; develops project plans and timelines; coordinates work with internal and external resources; represents the Court on special committees and task forces.
11. Performs other duties assigned.

CORE COMPETENCIES / KSA'S:

Possess and demonstrate in-depth knowledge of legal standards, concepts, practices, and procedures within the area of domestic relations and/or juvenile law.

Strategic: Proven ability to analyze the Court's position by considering existing and potential factors (internal and external) and the strengths and weaknesses of the Court's capabilities in an effort to anticipate the implications and consequences of situations and take appropriate action to prepare for change and possible contingencies; and the ability to find effective solutions by taking a holistic, abstract, or theoretical perspective.

Results Oriented: Has the ability to focus on the desired result of one's own or one's unit's work, setting challenging goals, focusing effort on the goals, and meeting or exceeding goals.

Thorough: Ensures that one's own and others' work and information are complete and accurate; carefully prepares, communicates, and follows up with others to ensure understanding and that agreements and commitments have been fulfilled.

Decisive: Demonstrated ability to make difficult decisions in a timely manner.

Self Confidence: Projects faith in own ideas and capability; has the willingness to take an independent position in the face of opposition.

Personal Credibility: Is perceived as responsible, reliable, and trustworthy with a suitable temperament.

Manage Change: Demonstrated support for innovation and for organizational changes needed to improve the Court's effectiveness; has ability to initiate, sponsor, and implement organizational change; and help others to successfully manage organizational change.

Developing Others and Managing Performance: The ability to take responsibility for one's own or one's employees' performance by setting clear goals and expectations, tracking progress towards the goals, ensuring feedback, and addressing performance problems and issues promptly; and able to effectively delegate responsibility, work with others and coach them to develop their capabilities.