



Protecting Children by
Strengthening Families

Job Title: Legal Aide

Location: 4071 E. Main St.

Job Type: Full-Time

Minimum Starting Salary: \$18.51/hr. - \$22.51/hr.

Company Description

Franklin County Children Services is a public agency mandated by federal and state laws to protect children from abuse and neglect. The agency works in partnership with over 100 agencies and organizations, as well as caregivers, adoptive families, and volunteers to ensure that every child has a safe and stable home. Franklin County Children Services is dedicated to making a positive impact on the lives of children and families in the Central Ohio community.

Benefits of Working for us

- Hiring Bonus up to \$1,500
- Low Premium Medical, Dental, & Vision
- OPERS (Ohio Public employment Retirement System)
- Life Insurance Coverage at no cost (up to 50,000)
- Tuition Reimbursement
- EAP Program
- Additional Raises over the next three years (based on continuous service)
- Generous personal, vacation, & sick time.

Role Description

This is a full-time role for a Legal Aide at Franklin County Children Services. The Legal Aide will be responsible for various day-to-day tasks, including conducting legal research, preparing legal documents, following up on cases, and providing support to attorneys and legal professionals. This role is an on-site position located in the Columbus, Ohio Metropolitan Area.

Key Responsibilities

40% Drafts and notarizes legal pleadings, prepares case summaries, legal documents, and reports; responds to general inquiries by agency staff; provides preliminary information to agency attorneys on legal matters.

40% Files prepared motions, service of process, ICWA notifications, objections, briefs, memorandums, discovery demands, and subpoenas with the court; completes criminal records checks and certification of documents through various court systems.

10% Assists in the establishment and maintenance of legal records and departmental statistics; provides back-up support to legal aide responsible for processing discovery requests, subpoenas, and judicial orders.

5% Disseminates information in response to requests for information and requests from governmental or private entities.

5% Performs other related duties as assigned

Qualifications

- Law and Legal Document Preparation skills
- Experience with legal research and terminology
- Analytical Skills and Following Up proficiency
- Excellent communication skills, both written and verbal
- Attention to detail with strong organizational skills
- Ability to work well in a team and independently
- Completion of Paralegal or Legal Aide certificate
- Experience in child welfare or family law is a plus
- Public Notary Certification preferred, not required

Certification or Licensure

- Valid Ohio Driver's License
- Automobile insurance coverage compliant with Franklin County Children Services policy.
- ***Travel can occasionally include out of state travel which may require airline travel.***

American with Disabilities Specifications

Work Environment - Office environment

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Ability to occasionally lift and move objects weighing 10 – 25 lbs.
- Occasional pushing, pulling, kneeling, reaching, and standing.

How to Apply

- Please send applications and resumes to fccshr@fcs.us.

For information on FCCS, including employee benefits and our company culture, visit our website at

<https://externalfcsapps.fcs.franklin.oh.us/FCCSForms/Employment.aspx#!/jobs/list>

All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.