

Job Title: CASA Staff Attorney

Civil Service Status: Unclassified

Department: Court Appointed Special Advocate (CASA)

Job Code: 14

Starting Annual Salary: \$68,945.76

Reports To: CASA Director

FLSA Status: Exempt

Supervises:

Job Purpose: To provide legal representation to every CASA volunteer by conducting legal research, preparing cases for trial, filing legal documents, and accompanying CASAs to court hearings to advocate on behalf of child victims.

“In this position, you are an At-Will Employee serving at the pleasure of the Administrative Judge.”

Minimum Position Requirements:

Education/Training:

Juris Doctorate degree and admission as a licensed/registered attorney in good standing with the Supreme Court of Ohio.

Experience/Knowledge/Background:

At least three (3) years relevant work experience required; four (4) plus years preferred. Prior experience in juvenile justice systems and training and experience as a Guardian ad Litem are mandatory.

Skills:

Must be able to read and interpret statutes, case law, rules and other legal documents. Strong written and verbal communication skills are a must. Must have strong computer skills including proficiency in Microsoft Office Programs, Video Conferencing Software (Zoom/Teams, etc...).

Appearance/Personality:

Customer service, courtesy, professional business demeanor and presentation are critical. Due to the personally sensitive nature of information in this office, confidentiality is essential. Must be able to use awareness of cultural values and biases to work effectively with people of diverse cultural backgrounds

Special Requirements:

Must be a minimum of twenty-one (21) years of age; have a valid driver's license; and submit to a pre-employment screening, a criminal record check and in-depth reference check. Must be able to multitask and work independently with minimal supervision while meeting established deadlines. Must meet eligibility requirements pertaining to Continuing Legal Education.

Court Expectations of Employee:

- Adheres to Court Policy and Procedures
- Acts as a role model both within and outside the Court
- Exhibits a professional manner in dealing with others and works to maintain constructive working relationships
- Maintains a positive and respectful approach both verbally and in writing with superiors, colleagues, and individuals inside and outside the Court
- Performs duties as workload necessitates in a timely, accurate and thorough manner and is conscientious about assignments meeting Department productivity standards
- Communicates regularly with supervisor about Department issues
- Demonstrates flexible and efficient time management and ability to prioritize workload
- Consistently reports to work on time, prepared to perform duties of position meeting Court attendance standards

Essential Job Functions:

- Serves as legal counsel to CASA/Guardian ad Litem volunteers.
- Conducts legal research, interprets and advises the CASA/GAL volunteer advocates and the CASA Department on the law.
- Prepares for and participates in court hearings as counsel for CASA/GAL volunteers; attends shelter care hearings and other proceedings as necessary.
- Assigns and works closely with CASA Coaches to monitor volunteer GALs and their work on assigned cases.
- Directs and evaluates CASA volunteers (from a legal sufficiency and work product standpoint) as required.
- Processes volunteer legal concerns and legal issues in a timely manner, providing direction, advice and legal counsel.
- Reviews case records and reports to ensure assigned child's(ren's) needs are being addressed.
- Compiles and prepares statistical data pertinent to the CASA Advisory Board.
- Works with Court General Counsel as required.
- Assists in both pre-service and on-going training of a legal nature.

Other Job Duties and Responsibilities:

- Represents the CASA office in community or interagency activities as required or directed.
- Attends mandatory staff meetings and trainings as required.
- Provides assistance/back up coverage to other personnel as needed/requested.
- Work may be required outside of standard business hours (evenings and weekends).
- May be required to travel and attend trainings or conferences as assigned.
- All other duties as assigned.

Language Skills:

- Requires the ability to interpret and utilize a variety of reference, descriptive and advisory data and information such as financial statements, technical operating manuals, journal studies, statutes, case law, legal documents, procedures, guidelines and routine and non-routine correspondence.
- Ability to respond to inquiries from volunteers, court staff, outside agencies and professionals, and others as required.
- Ability to prepare and effectively present information in oral and written form. Ability to effectively present information to public officials, private and public groups and others.
- Must write legibly.

Mathematical Skills:

- Requires the ability to perform basic arithmetic, including the ability to calculate percentages and decimals.
- May require the ability to perform mathematical operations with fractions and compute discounts.

Reasoning Ability:

- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.
- Requires the ability to apply and carryout instructions furnished in written or oral form.
- Requires the ability to independently problem solve.

Physical Demands:

- Tasks involve the ability to exert light physical effort, to include the ability to walk (to include up and down multiple flights of stairs), stoop, bend, kneel, use hands, move objects, reach, and push and pull on a regular basis.
- Tasks may require the employee to occasionally lift, carry, push and/or pull objects weighing from five to ten pounds.
- Frequently requires using hands and fingers to operate computer keyboards and office equipment.
- Must be able to hear and also talk in a clear and concise manner.
- Tasks may involve extended periods of time at a keyboard or workstation.

Work Environment:

- Tasks are regularly performed in safe and comfortable surroundings without exposure to adverse environmental conditions.

I have read all minimum position requirements, court expectations, essential job functions and other information contained within this job position description and understand that I will be held to performance standards related to this information.

Employee's Printed Name

Employee Signature

Date

Last Update: 01/6/2025

EMPLOYMENT APPLICATION
LUCAS COUNTY COURT OF COMMON PLEAS
JUVENILE DIVISION
1801 Spielbusch Avenue
Toledo, Ohio 43604

AN EQUAL OPPORTUNITY EMPLOYER

WE CONSIDER APPLICANTS FOR ALL POSITIONS WITHOUT REGARD TO RACE, COLOR, RELIGION, CREED, GENDER, NATIONAL ORIGIN, AGE, DISABILITY, MARITAL, VETERAN, OR ANY OTHER LEGALLY PROTECTED STATUS.

You must be at least 18 years of age in order to be eligible for employment with Lucas County Court of Common Pleas, Juvenile Division. You must be at least 21 years of age in order to be eligible for employment for positions which have direct responsibilities with the youth served by the Juvenile Court. If you do not meet this age requirement, please do not submit an application.

PLEASE PRINT OR TYPE

DATE: _____

POSITION APPLYING FOR: _____
(You must complete a separate application for each position applying for)

First Name	MI	Last Name	Social Security Number (<i>REQUIRED</i>)
Street Address		City	State Zip Code
Contact Information: <i>(Please Indicate Your Preferred Method of Contact)</i>			
Home Phone: _____		Cell Phone: _____	Email: _____
<input type="checkbox"/> Preferred		<input type="checkbox"/> Preferred	<input type="checkbox"/> Preferred

<p>REFERRAL SOURCE:</p> <p><input type="checkbox"/> LCJC Employee <input type="checkbox"/> Lucas County Website <input type="checkbox"/> Friend <input type="checkbox"/> The Source <input type="checkbox"/> Relative <input type="checkbox"/> Walk In <input type="checkbox"/> College or University <input type="checkbox"/> _____</p>	<p>EMPLOYMENT ELIGIBILITY:</p> <p>Are you prevented from lawfully becoming employed in the U.S.A. because of Visa or Immigration Status? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><i>(Proof of citizenship or immigration status will be required upon employment)</i></p>	<p>AGE ELIGIBILITY:</p> <p>Are you 18 years of age or older at this time? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Are you 21 years of age or older at this time? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p>MISCELLANEOUS:</p> <p>Do you have a Valid Driver's License? <input type="checkbox"/> YES <input type="checkbox"/> NO State: _____</p> <p>Have you ever been employed by the State of Ohio or a county of Ohio before? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
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Do you have any relatives who currently work for Lucas County Juvenile Court? YES NO

If yes, please explain:

Are you physically able or otherwise able to perform the essential job functions of the position for which you are applying as outlined in the job description with or without accommodation? YES NO

Have you ever....

a) engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution;
 b) been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse; or
 c) been civilly or administratively adjudicated to have engaged in the activity described in b) above. YES NO

EMPLOYMENT EXPERIENCE:

STARTING WITH **PRESENT** OR MOST **RECENT** JOB, LIST ALL PREVIOUS EMPLOYERS. INCLUDE SELF-EMPLOYMENT, MILITARY SERVICE, SUMMER, PART-TIME JOBS & VOLUNTEER WORK. IF NECESSARY, ADDITIONAL PREVIOUS EMPLOYER HISTORY SHEETS ARE AVAILABLE. PLEASE ASK FOR THEM. THIS PAGE **MUST** BE COMPLETED IN ITS ENTIRETY.

Employer Name:	Dates Employed <u>From / To</u>	Job Title and summary of essential job functions performed and skill sets utilized
Telephone Number:		
Fax Number:	Hourly Wage Rate or <u>Annual Salary</u>	
Street Address:		
City _____ State _____ Zip Code _____	Reason for Leaving	
Supervisor's Name & Job Title:		
Employer Name:	Dates Employed <u>From / To</u>	Job Title and summary of essential job functions performed and skill sets utilized
Telephone Number:		
Fax Number:	Hourly Wage Rate or <u>Annual Salary</u>	
Street Address:		
City _____ State _____ Zip Code _____	Reason for Leaving	
Supervisor's Name & Job Title:		
Employer Name:	Dates Employed <u>From / To</u>	Job Title and summary of essential job functions performed and skill sets utilized
Telephone Number:		
Fax Number:	Hourly Wage Rate or <u>Annual Salary</u>	
Street Address:		
City _____ State _____ Zip Code _____	Reason for Leaving	
Supervisor's Name & Job Title:		

HAVE YOU EVER BEEN IN THE UNITED STATES MILITARY? YES NO

IF SO, WHICH BRANCH? Air Force Army Navy Marines Other: _____
 (Please note that a copy of your DD214, long form, will be required prior to an Employment offer being made.)

EDUCATION & TRAINING

DO YOU HAVE A HIGH SCHOOL DIPLOMA OR GED EQUIVALENT? YES NO

(Proof of diploma or GED certificate will be required prior to an Employment offer being made.)

PLEASE COMPLETE ALL APPROPRIATE INFORMATION BEGINNING WITH HIGH SCHOOL. INCLUDE ALL COLLEGES, UNIVERSITIES, TRADE AND VOCATIONAL SCHOOLS ATTENDED.

NAME & LOCATION OF SCHOOL	# YEARS ATTENDED	DID YOU GRADUATE?	TYPE OF DEGREE	MAJOR & MINOR FIELDS OF STUDY
High School:		<input type="checkbox"/> Yes <input type="checkbox"/> No		
College or University:		<input type="checkbox"/> Yes <input type="checkbox"/> No		
College or University:		<input type="checkbox"/> Yes <input type="checkbox"/> No		
College or University:		<input type="checkbox"/> Yes <input type="checkbox"/> No		

PROFESSIONAL INFORMATION (IF APPLICABLE)

This area does NOT include driver license, CPR or First Aid Certifications

Professional Licensure: _____	License #: _____
Effective Date of License: _____	Expiration Date: _____
Registry or Certification: _____	Registration #: _____
Effective Date of Certification: _____	Expiration Date: _____
Out of State Licenses: _____	License #: _____
Is State Registration Pending? <input type="checkbox"/> YES <input type="checkbox"/> NO	

REFERENCES

PLEASE LIST THE NAMES AND PHONE NUMBERS OF 3 PERSONAL AND 3 WORK RELATED REFERENCES, OTHER THAN RELATIVES, THAT YOU HAVE KNOWN FOR AT LEAST ONE YEAR, WHOM WE MAY CONTACT.

PERSONAL REFERENCES		WORK RELATED REFERENCES	
Name	Telephone #	Name	Telephone #

APPLICATION WILL NOT BE ACCEPTED IF THIS OATH IS OMITTED.

I certify that all answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an “at will” nature, which means the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this “at will” employment relationship may not be changed by any written document or by conduct unless an authorized executive of this organization specifically acknowledges such change in writing.

The Employer is an Equal Opportunity Employer. The Employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant’s consideration for employment on a basis prohibited by local, state or federal law.

In the event of employment, I understand that false or misleading information given in my application or interview(s) will be sufficient cause for cancellation of this application and/or separation from the Employer’s service if I have been employed. I understand, also, that I am required to abide by all rules and regulations of the Employer.

It is a condition of employment by the Lucas County Juvenile Court, herein referred to as LCJC, that employees be free from the effects of mind-altering substances, including alcohol and drugs. The purpose of this requirement is to adhere to the Mission Statement. To achieve an environment free from persons under such influence, LCJC will require as a condition of employment that each applicant submit to such testing as LCJC may require including, but not limited to, blood, urine and breathalyzer testing. This testing shall be done through an agent of LCJC and all test material and results are the property of LCJC.

If the position I am employed for requires shift work, LCJC may assign my shift as required to meet the mission of the LCJC. Overtime may be required with little or no advance notice and is not subject to refusal.

I solemnly swear or affirm that the answers and information I have made to each and all of the questions in this application are true to the best of my knowledge and belief. I hereby waive all provisions of law forbidding my physician, or other person who has attended or examined me or who may hereafter attend or examine me, colleges, universities and other educational institutions which I attended and past or present employers, military services, or law enforcement agencies, from disclosing any knowledge or information relevant to my employment background and/or traffic and criminal history. I hereby consent that they may disclose such knowledge or information to the Lucas County Juvenile Court or their designee to the fullest extent of their knowledge or information available.

Signature of Applicant: _____ Date _____

LUCAS COUNTY COURT OF COMMON PLEAS
JUVENILE DIVISION

APPLICANT'S SELF-ASSESSMENT OF JOB QUALIFICATIONS

Please return this form with your completed employment application.

Please Print Full Name: _____

Job Position Applying For: _____

Social Security Number: _____ Date: _____

INSTRUCTIONS TO APPLICANTS:

Here is a position description of the job in which you expressed interest. This job description does NOT attempt to list every job task or requirement, but it does outline essential functions and requirements – tasks that a candidate must be able to perform to do the job and requirements that a qualified candidate should meet.

Please read the position description carefully and become familiar with the essential requirements and functions of the job. For each requirement, consider whether you believe that you can meet the requirement. For each essential function, consider whether you can properly and safely carry out the function. Please remember that some essential job functions may require a training period before becoming proficient in that specific area.

If you have questions about what the job requires, a Human Resources Representative is available to answer your questions.

NOTE TO APPLICANTS WITH DISABILITIES:

If you have a disability, but can meet a requirement or do a task if we make a reasonable accommodation for the disability, answer “YES” when asked if you can do the job.

- YES**, I can meet all the job requirements and perform all of the essential functions of the job (with or without reasonable accommodation), with only the following exception(s): _____
- _____
- NO**, I cannot meet all the requirements of the job and perform all of the essential functions of the job, even with reasonable accommodation for any disabilities I may have.

DO YOU HAVE ANY CURRENT OPENINGS THAT DO NOT REQUIRE? _____

ATTESTATION:

I have read the job description carefully. By signing here, I certify that, if I have said that I can do the job, I can perform all of the essential functions of the job safely and properly, except as noted.

Signature of Applicant

Date signed

LUCAS COUNTY COURT OF COMMON PLEAS
JUVENILE DIVISION

AA/EEO STATUS DECLARATION

Please return this form with your completed employment application.

The Lucas County Juvenile Court must comply with periodic reporting requirements on sex, ethnicity, disability and veteran status established by the Equal Employment Opportunity Commission and the Office of Federal Contract Compliance. Submission of this form is voluntary; however, in order to assure full compliance with our policy regarding nondiscrimination and affirmative action, it is important that each applicant/employee's description be complete and accurate. This data is for analysis and affirmative action only. The information provided will remain confidential and be kept separate from the application for employment.

PLEASE CHECK THE APPLICABLE INFORMATION LISTED BELOW.

Please Print Full Name: _____

Social Security Number: _____ Date: _____

PLEASE CHECK THE APPROPRIATE SELF-IDENTIFYING DESCRIPTIONS.

IF UNCLEAR, DEFINITIONS ARE PROVIDED FOR YOUR REVIEW.

GENDER: Female Male

VETERAN/DISABLED STATUS:

RACE/ETHNIC ORIGIN:

- Vietnam Era Veteran
- Disabled Veteran
- Disabled

- Asian/Pacific Islander
- African American
- Caucasian/White
- Hispanic
- American Indian/Alaskan Native

SELF-IDENTIFYING DESCRIPTIONS:

VETERAN/DISABLED STATUS:

VIETNAM ERA VETERAN – If you served on active duty for a period of more than 180 days any part of which occurred during August 5, 1964 to May 7, 1975 and were discharged or released from active duty prior to December 31, 1991 with other than an honorable discharge.

DISABLED VETERAN – If you are entitled to disability compensation administered by the Department of Veteran Affairs for a disability rating of 30% or more, or if you were released or discharged from active duty for a disability incurred or aggravated in the line of duty.

DISABLED – If you have a physical or mental impairment which substantially limits one or more of your major life activities; if you have a record of having such an impairment; or if you are regarded as having such an impairment.

RACE/ETHNIC ORIGIN:

ASIAN/PACIFIC ISLANDER – All persons having origins in any of the peoples of Far Southeast Asia, or the Pacific Islands. This area includes China, Japan, Korea, Philippine Islands, Samoa and the Indian Subcontinent.

AFRICAN AMERICAN – (Not of Hispanic origin) All persons having origins in any of the Black racial groups.

HISPANIC – All persons of Mexican, Puerto Rican, Cuban, Central or South American; or other Spanish culture or origin regardless of race.

AMERICAN INDIAN/ALASKAN NATIVE – Persons having origins in any of the original peoples of North America and maintaining cultural identification through tribal affiliation or community recognition.

CAUCASIAN/WHITE – All persons having origins in any of the original peoples of Europe, North Africa and the Middle East.