
KNOX CDJFS
MEMORANDUM

TO: Agency

FROM: Courtney Lower, Human Resources Manager

DATE: January 12, 2018

SUBJ: Job Posting – Attorney (Children Services)

Effective immediately there is an opening for a Staff Attorney in the Children Services Division of the Knox County Department of Job & Family Services in Mount Vernon, OH. This full-time, exempt position has a starting wage of \$22.57, negotiable depending on experience, and an excellent benefit package. The successful candidate will represent KCDJFS in all juvenile court proceedings; review and recommend case plan revisions; prepare and file all legal motions and/or amendments; and provide direct supervision to Legal Specialist, among other duties not listed. Minimum qualifications include admission to the Ohio Bar per Section 4705.01 of the Ohio Revised Code; also requires two years' experience as a licensed attorney in any state or comparable legal experience. Must maintain a current license to practice law in Ohio.

All interested applicants should forward a copy of their resume and cover letter to Human Resources Administrator Courtney Lower via email to Courtney.Lower@jfs.ohio.gov. This position will remain open until filled. Knox County is an Equal Opportunity Employer.