POSITION DESCRIPTION

AGENCY/DEPT ID		
DIVISION OR INSTITUTION ADMINISTRATION	UNIT OR OFFICE COMMISSION	COUNTY OF EMPLOYMENT FRANKLIN

POSITION NUMBER

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
LEGAL INTERN	PN 20064797 – STAFF HEARING OFFICER 2

☐ Permanent ☒ Temporary ☐ Intermittent	☐ Classified ☒ Unclassified	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 98 Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 A.M. TO: 5:00 P.M. PART-TIME/FULL-TIME, HOURS MAY VARY, NO LESS THAN TWENTY-FOUR (24) AND UP TO 40 HOURS PER WEEK.

JOB TITLE
COLLEGE INTERN

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
45	Under the direction of the Regional Office Manager &/or designee, aids the Regional Office in researching issues arising under Ohio Workers' Compensation Laws & reviews medical & procedural issues in claims & compiles information. Reviews Hearing Officer Manuals & Adjudications Before the Ohio Industrial Commission. Attends hearings at all levels.	Knowledge of 13a (office practices & procedures), 13b *(IC/BWC policies & procedures), 23 (IC/BWC laws); Ability to 30c (carry out detailed but basic written or oral instructions, 32c (read individual words), 33e (gather, collate & classify information about data, people or things, 34c (cooperate with co-workers on group projects)
45	Attends and reviews hearing officer training and course materials as directed by the Hearing Officer Trainer and Regional Manager and/or designee.	Knowledge of 13a, 13b*, 23; Ability to 30c, 32t (use proper research methods in gathering data), 33e, 34c
10	Performs other duties as assigned, e.g., answers inquiries by claimants and correspondence pertaining to claims and files. Must conduct themselves professionally at all times and in accordance with the IC's standards of customer service which require employees to act in a respectful and impartial manner while providing accurate information and timely issue resolution and abiding by the agency's Confidential Personal Information Policy. MUST BE ENROLLED AT AN ACCREDITED LAW SCHCOOL AND FIRST YEAR OF LAW SCHOOL COMPLETED.	Knowledge of 13a, 13b*, 23; Ability to 30r, 32t, 33e, (34J) Customer Service /Professionalism

JOB CODE
99940

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE