

**Ohio Constitutional Modernization Commission
Counsel to the Commission**

Job Description

Position: Counsel to the Commission

Status: Full-time, exempt

Location: Columbus, Ohio

General Description

As chief legal officer, the Counsel to the Commission is responsible for providing legal advice, in consultation with the Ohio Attorney General's Office, and provides legal research, and report drafting to the Commission. The Counsel to the Commission will be hired by the Commission and report directly to the Executive Director.

Other duties as assigned.

Primary Responsibility

The Counsel to the Commission provides legal advice and consultation to the Commission and/or Commission Staff, researches general issues (i.e., interpretation and application of laws, rules, court decisions/orders and procedures affecting the daily operations of the Commission and its review of the Ohio Constitution). Provides legal advice and responds to inquiries about the work of the Commission from state and local government officials, the general public, legislators, and/or government officials.

Knowledge, Skills, and Abilities

The Counsel to the Commission shall have a general understanding and knowledge of constitutional law, with some familiarity with the Ohio Constitution. The Counsel should have knowledge in legal research methods and legal writing. Counsel must have an ability to understand, interpret, and apply laws, rules, and procedures applicable to operations of the Ohio Constitutional Modernization Commission. The Counsel shall also have the ability to deal with large number of variables and determine specific course of action; organize and interpret extensive variety of legal material in books, journals or legal documents; communicate verbally and in writing regarding legal issues; handle sensitive contacts with government officials, adverse parties and/or the general public.

Qualifications

The Counsel to the Commission must have a Juris Doctor and have been admitted to the Ohio Bar pursuant to Section 4705.01 of the Ohio Revised Code. At least three years' experience in a practice area that includes constitutional, administrative, or public sector law is preferred, but not required. The Counsel to the Commission should have: demonstrated commitment to public service; experience with policy development and management; experience in the private sector, government, academia, or policy advocacy; passion for the work of the Commission; excellent writing skills (for a variety of audiences including legal, legislative, journalistic, and public); excellent analytic, strategic, and research skills, creativity, versatility, and flexibility; organizational skills; and the ability to deal with diverse interests and to coordinate work effectively with other entities.

Training and Development Required to Continue Employment with the Commission:

The Counsel is required to maintain in good standing a license to practice law in Ohio. This includes: completion of 24 credit hours of continuing legal education from accredited programs for applicable two-year reporting period pursuant to Rule X of Rules of Government of Bar of Ohio and current certificate of registration pursuant to Rule VII of Rules of Government of Bar of Ohio.

Salary and Benefits

Salary will be commensurate with experience, and include a standard benefits package.