

Job Class Title Child Support Attorney I

Performs a variety of professional legal work in child support civil and criminal cases; provides legal advice and assistance in child support issues to Department and law enforcement staff; advises clients and the public on legal procedures regarding child support; may be the attorney of record in all legal actions and proceedings filed on behalf of the Department with the courts and administrative law agencies; and performs related work as required.

General Description

Working under close supervision, Child Support Attorney I is the entry/trainee level in the Child Support Attorney series. Employees at this level receive in-service training, and are given detailed instructions in the performance of routine duties related to legal work in child support civil and criminal cases. As requisite skills and knowledge are developed, greater independence and the full scope of responsibility are exercised. Employees are expected to promote to Child Support Attorney II after one year of satisfactory performance at the trainee level.

Minimum Qualifications

Equivalent to graduation from an accredited law school.

Desired Qualifications

Active membership in the State Bar of California.

Typical Duties:

Duties may include, but are not limited to, the following. For Child Support Attorney I, duties are performed at the trainee level:

Work Performed

Investigates, researches, and prepares child support cases for litigation or prosecution.

Interviews and advises complainants, law enforcement personnel, and the public in regard to prosecuting child support cases.

Litigates or prosecutes cases in all courts of the county.

Negotiates with attorneys regarding the disposition of civil

matters and/or modification of charges in specific cases.
Assists other attorneys in the investigation, research, and preparation of the more complex cases.
Advises Department staff on questions of law and procedure in particular cases.
Prepares briefs and opinions concerning the law as applied to matters within the department.
Assists in preparing filings and prosecuting cases before Appellate Courts.
May give presentations to law enforcement agencies and public groups on child support legal issues and processes.
Performs related duties as assigned.

Employment Standards

Knowledge of:

Note: The level and scope of the knowledge and skills listed below are related to job duties as distinguished between the four levels in the Definition section:

California civil and criminal codes related to child law.
Principles of civil, criminal, constitutional and administrative law.
Trial and courtroom procedures and practices.
Administrative law procedures.
Legal research methods.
Rules of evidence.
Standard legal office practices and procedures.
Negotiating techniques relative to child law, criminal law, and child support issues.
Ethical and professional standards of conduct.

Ability to:

Research, analyze and apply legal principles, facts, evidence and precedents to child law and child support issues.
Prepare and present statements of law and fact.
Argue clearly, logically and persuasively in written and oral form on child law and child support issues.

Prepare and present cases in Municipal and Superior courts.
Negotiate settlements.
Manage an assigned caseload and perform quality legal work under pressure of deadlines.
Maintain confidentiality and objectivity.
Understand and accept differences in human behavior, cultural and ethnic backgrounds.
Prepare and maintain clear, concise and comprehensive records, reports and correspondence.
Establish and maintain effective working relationships.

Some positions in this classification may require possession of a valid California driver's license. Employees who drive on County business to carry out job-related duties must possess a valid California driver's license for the class of vehicle driven and meet automobile insurability requirements of the County. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.

**Other
Information**