

**COUNTY OF SOLANO**  
**CHILD SUPPORT ATTORNEY I**

**Est. 5/02**  
CSC Exempt

**DEFINITION**

Under general supervision, performs a variety of civil litigation activities in the areas of child support and paternity; and performs related duties as required.

**DISTINGUISHING CHARACTERISTICS**

This is the entry level class in the Child Support Attorney series. Incumbents are employed in the county Department of Child Support Services. Incumbents are given supervision and guidance by higher level attorneys on initial assignments through formal and informal work review. This class is distinguished from the Child Support Attorney II in that the latter is more experienced.

**EXAMPLES OF DUTIES**

Depending on assignment, duties may include but are not limited to the following:

1. Investigates, researches, and prepares child support cases for civil litigation and enforcement. Prepares trial briefs and checks questions of law; presents opening statements, interrogates and cross examines witnesses; argues points of law, and makes final arguments or summations.
2. Presents and litigates child support cases in the Courts; conducts interviews to obtain or give information; advises child support officers and interviewers on questions of law and procedure in particular cases.
3. Negotiates with other attorneys regarding the disposition of civil actions or modification of support orders in specific cases; does legal research in specific areas of civil, family law and analyzes legal issues in pending cases.
4. Prepares correspondence and reports; reviews progress and development of cases with higher level attorneys; processes child support complaints and claims for County Department of Child Support Services

**QUALIFICATION GUIDELINES**

**Education and/or Experience**

No work experience required. Applicants must possess a license demonstrating active membership in the State Bar of California.

**Knowledge and Abilities**

**Knowledge of:** Legal principles and their application; Rules of evidence and the conduct of court proceedings; the laws of California.

**Ability to:** Analyze legal problems and to apply legal principles and practices; present arguments and statements of fact and laws clearly and logically in written and oral form; perform legal research; work cooperatively with others.

**SPECIAL REQUIREMENTS**

Possession of or ability to obtain a valid California Class C Driver's License may be required.

**SUPPLEMENTAL INFORMATION**

Independent travel will be required.

Incumbents of this class should demonstrate necessary knowledge and abilities to be promoted to Child Support Attorney II within 12 months of appointment.

Positions allocated to this class are exempt from the provisions of the County's Civil Service ordinances. Incumbents are hired and retained at the pleasure of the appointing authority.

**SUPPLEMENTAL INFORMATION (Continued)**

Candidates for positions in this class will be required to pass a background investigation in accordance with applicable law, regulation and/or policy.

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Department Head Signature

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