

COUNTY OF SOLANO
CHILD SUPPORT ATTORNEY II

Est. 5/02
CSC Exempt

DEFINITION

Under general direction, performs a variety of civil litigation activities in the areas of child support and paternity.

DISTINGUISHING CHARACTERISTICS

This is the second level class in the Child Support Attorney series. Positions at this level are distinguished from positions in the higher class of Child Support Attorney III by assignments which require more specific legal experience and work performed with less supervision and review.

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 litigation; presents or litigates cases in all courts of the county; performs legal research in specialized areas of civil and family law; dictates correspondence and prepares reports; prepares briefs or opinions concerning the law as applied to matters within the jurisdiction of the County Department of Child Support Services.
2. Assists other attorneys in the investigation, research, and preparation of the more complex cases; advises child support officers and interviewers on questions of law and procedure in particular cases.
3. Negotiates with attorneys regarding the disposition of civil matters and/or modification of charges in specific cases.
4. Advises department staff, custodial and non-custodial parents, and witnesses regarding legal issues involved in prospective civil paternity and/or support actions.
5. Interprets and applies laws; court decisions; local, state, and federal regulations; and other legal authorities for use in the preparation of child support cases.
6. Prepares legal pleadings, including complaints, answers, demurrers, discovery, motions; orders, and judgments required for hearings, trials, and varied legal proceedings; drafts and prepares related reports and correspondence; and maintains accurate case records.

EXAMPLES OF DUTIES (Continued)

7. Litigates a variety of paternity and support cases in civil court trials and at family law and motion hearings.
8. May give talks and lectures to various agencies regarding the legal and procedural interpretation of child support laws; may present cases before Appellate Courts; may coordinate the work of support personnel.

QUALIFICATION GUIDELINES

Education and/or Experience

Active membership in the State Bar of California.

And

One year of experience as an attorney in the practice of Public or family law or two years as a general practicing attorney.

Or

One year of experience performing duties equivalent to a Child Support Attorney I in Solano County.

Knowledge and Abilities

Knowledge of: civil and criminal codes related to California family law; administrative law procedures; trial and court procedures; legal research methods; rules of evidence; standard legal office practices and procedures; ethical and professional rules of conduct; and negotiating techniques.

Ability to: effectively present and conduct trials; work independently; perform legal research; analyze and apply legal principles, facts, evidence, and precedents in legal problems; present statements of law, facts, and arguments clearly, logically, and forcefully, both in written and oral format; negotiate settlements; maintain confidentiality and objectivity; manage an assigned caseload; operate personal computers and use computer applications used by the department; and establish and maintain effective working relationships with those contacted in the course of work.

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.

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.

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

Incumbents may be required to work outside normal business hours.

Department Head Signature

Est. 05/02
CSC Exempt