

COUNTY OF SOLANO
CHILD SUPPORT ATTORNEY III

Est. 5/02
CSC Exempt

DEFINITION

Under direction, performs a wide range of professional legal work in civil litigation of child support cases and child support enforcement; to prepare and present cases before any court within the State; and to do other related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the Child Support Attorney series. This class differs from Child Support Attorney IV in that positions of the latter class litigate the most difficult and complex cases involving serious consequences of error.

EXAMPLES OF DUTIES

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

1. Investigates, researches, and prepares all types of child support cases for litigation; presents and litigates cases before all courts within the State.
2. Negotiates with attorneys regarding the disposition or modification of complaints, actions in cases; advises child support officers and interviewers on questions of law and procedure in particular cases.
3. Performs legal research in specialized areas of civil litigation; studies, interprets, and applies statutes, ordinances, court decisions, and legal opinion.
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)

8. Litigates a variety of paternity and support cases in civil court trials at family law and motion hearings.
9. May assist in the training of other child support attorneys; may act for higher-level attorneys in their absence; dictates correspondence and prepares reports; may coordinate the work of support personnel.

QUALIFICATION GUIDELINES

Education and/or Experience

Active membership in the State Bar of California.

And

Two years of experience as an attorney in the practice of public or family law or four years as a general practicing attorney.

Or

One year of experience performing duties equivalent to a Child Support Attorney II 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

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