

COUNTY OF SOLANO
CHILD SUPPORT ATTORNEY IV

Est. 5/02
CSC Exempt

DEFINITION

Under direction, to perform the more demanding and difficult professional legal work in the prosecution of civil child support establishment and enforcement cases; to prepare and present cases before any court within the State; to conduct specialized research; and to do other related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Child Support Attorney series. Child Support Attorney IV is an experienced level class. Incumbents are expected to demonstrate a mastery of civil litigation; handle the more complex cases; and work with minimal supervision. This class is distinguished from Child Support Attorney V in that the latter is responsible for leading and directing attorneys within the department.

EXAMPLES OF DUTIES

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

1. Prepares and presents evidence and arguments for the litigation of complex child support establishment and enforcement cases of difficult misdemeanor and felony child support enforcement cases.
2. Negotiates with counsel regarding the disposition of cases or modification of charges; performs specialized legal research and litigation in unique and complex areas of law..
3. Trains and consults with other attorneys on points of law, evidence, and legal procedures; advises family support officers and interviewers on questions of law and procedure in particular cases.
4. Directs the planning, implementation, and evaluation of specialized projects.
5. Advises department staff, custodial and non-custodial parents, and witnesses regarding legal issues involved in prospective civil paternity and/or support actions.
6. Interprets and applies laws; court decisions; local, state, and federal regulations; and other legal authorities for use in the preparation of child support cases.

EXAMPLES OF DUTIES (Continued)

7. 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.
8. Litigates a variety of paternity and support cases in civil court trials and at family law and motion hearings.
9. May assign review and evaluate the work of journey level attorneys in the litigation of civil child support establishment and enforcement and misdemeanor and felony child support enforcement cases of average difficulty and complexity; may act for attorney V in their absence or at their direction.

QUALIFICATION GUIDELINES

Education and/or Experience

Active membership in the State Bar of California.

And

Three years of experience as an attorney in the practice of public or family law **or** six years as a general practicing attorney.

Or

One year of experience performing duties equivalent to Deputy District Attorney III or Child Support Attorney III with 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.

Knowledge and Abilities (Continued)

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.

Incumbents may be required to work outside normal business hours.

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

Department Head Signature

Est. 05/02
CSC Exempt