

COUNTY OF SOLANO

CHILD SUPPORT ATTORNEY V

Est. 5/02
CSC Exempt

DEFINITION

Under general direction, organizes and leads the work of others and participates in a variety of civil litigation activities in the areas of child support and paternity. Performs related duties as required. Participates as a member of the department's management/supervisory team.

DISTINGUISHING CHARACTERISTICS

Positions allocated to this class are characterized by the responsibility to lead others or perform difficult assignments involving complex factual and legal issues. Assignments may include primary operational responsibility for prosecution of child support cases.

EXAMPLES OF DUTIES

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

1. Assigns and leads the work of subordinate attorneys in the preparation, presentation and, if necessary, the appeal of civil cases; advises and counsels attorneys on available options or strategies to accomplish assigned tasks; leads assigned support staff; is accountable for the effectiveness and efficiency of the legal division within the Child Support Services Department.
2. Checks questions of law and counsels attorneys on strategy; reviews, assigns and evaluates disposition of difficult, complex, and politically sensitive cases; reviews cases filed to determine quality of case and assign attorney, refers policy questions to the Department Head.
3. Interprets and applies laws; court decisions; local, state, and federal regulations; and other legal authorities for use in the preparation of child support cases.
4. 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.
5. Maintains liaison between staff, judges, law enforcement officials and prosecutors to discuss and resolve procedural problems affecting division; assists Department Head in the development and implementation of operational policy and procedure and/or other administrative matters.
6. Litigates a variety of complex paternity and support cases in civil court trials and at family law and motion hearings.

EXAMPLES OF DUTIES (Continued)

7. May be assigned to lead the work of a team of attorneys and/or to train other attorneys in practices and procedures specific to the assigned work section.

QUALIFICATION GUIDELINES

Education and/or Experience

Active membership in the State Bar of California.

And

One year of experience performing duties equivalent to the class of Deputy District Attorney IV or Child Support Attorney IV with Solano County.

Knowledge and Abilities

Knowledge of: duties, powers, limitations, and authority of the Department of Child Support Services; training techniques applicable in a legal setting; 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; understand, interpret, and apply policies and practices; 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

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