

Job Description

Detailed information on the job that you specified is provided below. If the 'Interest' link is active, you may submit an interest card for this position if desired.

Job Class Title

Child Support Attorney II

General Description

To print a copy of the class specification, please [click here](#)

Performs a variety of professional legal work in child support civil and criminal cases; provides legal advice and assistance in child support issues to Department and law enforcement staff; advises clients and the public on legal procedures regarding child support; may be the attorney of record in all legal actions and proceedings filed on behalf of the Department with the courts and administrative law agencies; and performs related work as required.

Working under general supervision, Child Support Attorney II is the journey level in the Child Support Attorney series. Employees at this level require specific child support legal experience and less supervision and review to complete assignments. Positions may be permanently allocated to level II due to the nature of the work. Positions are flexibly staffed and are normally filled by advancement from the lower level of Child Support Attorney I, or if filled from the outside, require prior related experience.

Minimum Qualifications

One (1) year of full-time experience as a general practicing attorney.

Active membership in the State Bar of California.

Desired Qualifications

Work Performed

TYPICAL DUTIES

Duties may include, but are not limited to, the following. For Child Support Attorney I, duties are performed at the trainee level:

- " Investigates, researches, and prepares child support cases for litigation or prosecution.
- " Interviews and advises complainants, law enforcement personnel, and the public in regard to prosecuting child support cases.
- " Litigates or prosecutes cases in all courts of the county.
- " Negotiates with attorneys regarding the disposition of civil matters and/or modification of charges in specific cases.
- " Assists other attorneys in the investigation, research, and preparation of the more complex cases.
- " Advises Department staff on questions of law and procedure in particular cases.
- " Prepares briefs and opinions concerning the law as applied to matters within the department.
- " Assists in preparing filings and prosecuting cases before Appellate Courts.
- " May give presentations to law enforcement agencies and public groups on child support legal issues and processes.
- " Performs related duties as assigned.

EMPLOYMENT STANDARDS

Note: The level and scope of the knowledge and skills listed below are related to job duties as distinguished between the four levels in the Definition section:

Knowledge of:

- " California civil and criminal codes related to child law.
- " Principles of civil, criminal, constitutional and administrative law.

- " Trial and courtroom procedures and practices.
- " Administrative law procedures.
- " Legal research methods.
- " Rules of evidence.
- " Standard legal office practices and procedures.
- " Negotiating techniques relative to child law, criminal law, and child support issues.
- " Ethical and professional standards of conduct.

Ability to:

- " Research, analyze and apply legal principles, facts, evidence and precedents to child law and child support issues.
- " Prepare and present statements of law and fact.
- " Argue clearly, logically and persuasively in written and oral form on child law and child support issues.
- " Prepare and present cases in Municipal and Superior courts.
- " Negotiate settlements.
- " Manage an assigned caseload and perform quality legal work under pressure of deadlines.
- " Maintain confidentiality and objectivity.
- " Understand and accept differences in human behavior, cultural and ethnic backgrounds.
- " Prepare and maintain clear, concise and comprehensive records, reports and correspondence.
- " Establish and maintain effective working relationships.

Other Information

Some positions in this classification may require possession of a valid California driver's license. Employees who drive on County business to carry out job-related duties must possess a valid California driver's license for the class of vehicle driven and meet automobile insurability requirements of the County. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.