

**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 III

**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 direction, Child Support Attorney III is the advanced journey level in the Child Support Attorney series. Employees at this level are expected to perform assignments that cover the entire range of child support litigation and advice activities, and may provide lead supervision over other attorneys, and may assist in training less experienced attorneys. Positions may be permanently allocated to level III due to the nature of the work. Positions in this class are flexibly staffed and are normally filled by advancement from the lower level of Child Support Attorney II, or if filled from the outside, require prior related experience.

**Minimum Qualifications**

Two (2) years 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.

" May exercise lead supervision over other attorneys in the investigation, research, and preparation of the more complex cases.

" May assist in training less experienced attorneys.

" Train and mentor less experienced attorneys

### **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.