

CHILD SUPPORT ATTORNEY

DEFINITION

Under general supervision, provides a wide range of civil activities in the areas of child support and paternity; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

This position handles cases and court appearances related to child support and paternity and performs legal research and writing.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director or designee.

EXAMPLES OF DUTIES -- Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list, it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

Represents the County in Superior Court on various issues related to paternity and child support.

Performs legal research; writes opinions and briefs; prepare legal opinions.

Reviews, analyzes and prepares cases for litigation.

Litigates a variety of paternity and support cases in civil and family courts.

Reviews, administers, and litigates various child support enforcement actions.

Negotiates with custodial and non-custodial parents and witnesses regarding legal issue involved in paternity and support actions.

Interprets and applies laws, court decisions, State and Federal regulations, and other legal authorities for use in the preparation of child support cases.

Prepares legal pleadings, including complaints, answers, discovery, and motions required for hearings, trials, and varied legal proceedings.

Maintains accurate case records, and performs related work as required.

Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in courteous, efficient and timely manner.

Attends and participates in meetings, seminars and conferences; prepares speeches and reports for internal and external audiences.

Adheres to the standards of the Privacy Act of 1974, (U.S.C. section 552A) as amended; maintains and enforces all aspects of confidentiality of client information.

Directs support staff.

Performs other related duties as assigned.

QUALIFICATIONS:

Knowledge of:

County, state and federal laws, statutes, rules, ordinances, code and regulations.

County and department policies and procedures.

Principles and practices of legal research methods and rules of evidence.

Principles of ethical and professional rules of conduct.

Negotiating techniques

Court process and legal terminology.

Ability to:

Understanding, interpreting and applying relevant statutes, ordinances, code and regulations.

Assessing and prioritizing multiple tasks, projects and demands.

Working within deadlines to complete projects and assignments.

Assessing, analyzing, identifying issues, and recommending solutions to problems.

Establishing and maintaining effective working relations with co-workers, other county employees and representatives from other city, county, state and federal agencies.

Operating a personal computer utilizing a variety of business software.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Some legal experience is desired.

Education:

Juris Doctor Degree in Law

LICENSE OR CERTIFICATE:

Must be licensed by the Bar to practice law in the State of California, remain active and good standing with all California Bar annual requirements, and maintain a clear criminal record.

Valid State of California driver's license may be required.

PHYSICAL DEMANDS:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle, and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects, up to 30 pounds, as necessary to perform job functions.

WORKING CONDITIONS:

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Must be able to work varied hours and work under stressful conditions.

BACKGROUND INVESTIGATION:

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on the type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation. See County of Glenn website: <https://www.countyofglenn.net/govt/administrative-manual/title-10/chapter-8#6>