

DEPUTY CHILD SUPPORT ATTORNEY I

DEFINITION

Under direction, to perform professional and legal work in civil Child Support cases to be legal proficiency experienced, and to do other related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the entry and first working level in the Deputy Child Support Attorney series. The incumbents employed in the County Department of Child Support Services, and are expected to develop the experience and competency so that they are qualified to move to the Deputy Child Support Attorney II level, in a reasonable time and in accord with the qualifications for the next level position. Promotions for the next higher-level attorney are based upon demonstrated ability and satisfaction of the experience requirement. Incumbents are expected to perform professional legal work in civil child support cases.

REPORTS TO

Director of Child Support Services.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

DEPUTY CHILD SUPPORT ATTORNEY I – 2

EXAMPLES OF DUTIES

- Advises department staff, custodial and non-custodial parents of legal issues involved in prospective civil, paternity and/or support actions.
- Interprets and applies laws, court decisions, local state and federal regulations and other legal authorities in preparation of child support cases.
- Prepares legal pleadings, including complaints, answers demurrs, motions, orders, and judgments, required for hearings, trials and other legal proceedings.
- Drafts and prepares related reports and correspondence.
- Maintains accurate case records.
- Investigates, researches and prepares child support cases for civil litigation.
- Handles appeals in child support civil and criminal cases and presents evidence in hearings.
- Negotiates with defense attorneys regarding civil actions.
- Analyzes legal issues and pending cases.
- Prepares correspondence and reports.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use office equipment including computers, telephone, calculators, copiers and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office and courtroom environment; continuous contact with staff, custodial and non-custodial parents, and other members of the public.

DEPUTY CHILD SUPPORT ATTORNEY I – 3

DESIRABLE QUALIFICATIONS

Knowledge of

- Principals of California and federal civil law and cases with emphases on family law.
- Rules of evidence and conduct of court proceedings
- Legal research methods.
- Standard legal office practices and procedures.
- Ethical and professional rules of conduct.

Ability to

- Learn civil and criminal codes related to California Family Law.
- Analyze legal problems and apply legal principals and practices.
- Develop legal issues and present clear and logical arguments in statements in fact in law.
- Negotiates settlements.
- Maintain confidentiality and objectivity.
- Manage and assign caseload.
- Establish and maintain effective working relationships with those contacted in the course of work
- Ability to pass a thorough background investigation.

Training and Experience

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

Active membership in the state bar of California.

Special Requirement

Possession of a valid drivers license at time of application and possession of a valid California Drivers License by time of appointment. The valid California Drivers License must be maintained throughout employment.