

DEPUTY CHILD SUPPORT ATTORNEY II

DEFINITION

Performs professional and legal work in Child Support civil cases and performs related duties as required.

DISTINGUISHING SHARACTERISTICS

This is the experienced journey level in the Deputy Child Support Attorney series. Incumbents are assigned the full range of professional legal work in the filed of child support litigation. This class is distinguished from the Deputy Child Support Attorney I in that the incumbents are expected to work with greater independence, further developing their litigation skills and handling difficult cases.

REPORTS TO

Director of Child Support Services.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

DEPUTY CHILD SUPPORT ATTORNEY II – 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 demurrers, 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 presents evidence in hearings in court.
- 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:

One (1) year of experience as a Deputy Child Support Attorney I with Plumas County or its equivalent, with another governmental agency.

Special Requirement

Active membership in the state bar of California.

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.