

## CLASSIFICATION SPECIFICATION



**CLASSIFICATION:** Attorney I/II/III  
**ALLOCATION:** Child Support Services  
**FLSA STATUS:** Exempt  
**UNION AFFILIATION:** DDAA

**ESTABLISHED:** Circa 2001  
**REVISED:** February 2015

---

### **JOB SUMMARY:**

Under general direction, performs routine to complex legal work for the Department of Child Support Services representing the County in all legal matters arising from the duties set forth in Title IV-D of the Social Security Act. Able to perform functions including the establishment of paternity and child support, the enforcement of child support, and in prosecuting civil offenders violating child (family) support regulations; performs related work as assigned.

### **CLASS CHARACTERISTICS**

This is a deep class in which placement is normally determined by two requirements; level of experience and the complexity of the work assigned. Positions at the I and II levels are alternately staffed with incumbents beginning in a learning capacity, performing the more standard legal analysis. The work may be related to any of a number of specialty legal areas. Attorney III is the "expert" in this professional class series handling the more complex cases. Involvement in formal litigation, discretionary powers and direction of the work of others will increase as incumbents gain experience and expertise.

Attorney I – is the entry professional level in the Attorney series. Under close supervision, performs the less difficult legal work involved in Child Support Services to include prosecution of civil actions establishing, modifying, and enforcing family support obligations for the County of Yuba.

Attorney II – is the journey professional level in the Attorney series. This class is distinguished from the I-level in that assignments require more specific child support legal expertise and receive less supervision and review.

Attorney III – is the advanced journey professional level in the Attorney series. This class is distinguished from the II-level in that assignments cover the entire range of child support litigation and advice activities. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise.

The Attorney series is flexibly staffed through level III. Promotion to the next higher level in the series is based upon demonstrated ability and level of supervision received. As employees progress through these levels they will be assigned more difficulty and sensitive cases, will be required to be fully aware of the operating procedures and policies within the assigned area, and may be required to prepare legal opinions on problems that are complex and have far-reaching implications. This class reports to Director of Child Support Services.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

#### **Attorney I:**

- Reviews, prepares and approves legal pleadings and documents including complaints, answers, demurrers, discovery, motions, orders and judgments required for hearings, trials and varied legal proceedings related to the establishment, modification or enforcement of child support matters under the jurisdiction of the department.
- Performs legal research regarding a variety of anticipated legal issues; provides advice to staff regarding applicable laws, court decisions and legal authorities.
- Conducts court hearings and trials before State and Federal courts and Administrative Hearing Officers.
- Prepares witness lists; organizes and compiles court exhibits and other evidence in preparation for court and trial and provides for legal discovery of such work.
- Interviews and advises custodial and non-custodial parents, witnesses and department staff, regarding complex legal issues involved in paternity and/or support actions.
- Interprets and applies laws; court decisions; local, State and Federal regulations; and other legal authorities for use in preparation of child support cases.

- Conducts depositions; negotiates settlements for the establishment, modification and enforcement of child and medical support cases and child support arrears with opposing counsel.
- Handles large case loads, conducts hearings and trials involving paternity establishment, and child support establishment and enforcement.
- Provides advice and guidance to Case Managers, Legal Office Assistants and others involved with the preparation of legal documents.
- Reviews and approves dismissals of lawsuits, release of liens, and termination of wage assignments.
- Maintains accurate records and files and compiles reports related to assigned areas of work.
- Monitors legal developments, including proposed legislation and court decisions, evaluates their impact and recommends appropriate action or policy and procedure modification.

**Attorney II (in addition to the above):**

- Interviews and advises custodial and non-custodial parents, witnesses and department staff, regarding complex legal issues involved in paternity and/or support actions.
- May represent the department and participate in professional organizations, committees or conferences.
- Provides legal and procedural interpretation and training of child support laws.
- Trains and advises lower level attorneys in the preparation and presentation of cases.

**Attorney III (in addition to the above):**

- Demonstrate a mastery of civil litigation and an understanding of the diverse aspects of family law, child support collections, evidence, civil procedures and bankruptcy.
- Trains and advises lower level attorneys and child support staff on changes in law, procedures, and developments in child support litigation.
- Suggests methods of approach and advises on strategy, techniques and department policy.
- Represents the department and participates in professional organizations, committees, or conferences.

**Important:**

- May be required to drive a County or personal motor vehicle to attend court sessions and meetings and interview individuals.
- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (Cal-OSHA) rules and regulations.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

**Attorney I:**

- General principles of civil, criminal, constitutional and administrative law.
- Procedures and practices of presenting effective cases in court.
- Trial and courtroom procedures and protocol and rules of evidence.
- Principles and practices of legal research and investigation.
- Techniques for the effective negotiation or court presentation of assigned cases.
- Case management and analytical techniques.
- Standard legal office practices and procedures.
- Ethical and professional standards of conduct.
- Techniques for dealing with a variety of individuals of various ethnic and socio-economic groups, in person and over the telephone, often where situations may be strained or difficult.

**Attorney II (in addition to the above):**

- Powers, limitations, duties and authorities of the Department of Child Support Services.
- Civil and criminal codes related to California family law, probate, bankruptcy, and debtor/creditor law.
- Social and economic problems affecting public child support services.
- Trial and hearing procedures and rules of evidence; legal research methods and techniques.
- Judicial procedures.
- Report writing and basic statistics.

**Attorney III (in addition to the above):**

- Methods and techniques to establish department policies and procedures

**Skill in:**

**Attorney I:**

- Presenting statements of fact, law and argument clearly and logically.

- Preparing clear, concise legal documents.
- Organizing own work managing multiple projects and meeting critical deadlines.
- Presenting and conducting cases of law in court.
- Maintaining accurate records and files.
- Dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, often where relations may be strained or difficult.
- Using tact, patience and courtesy in dealing with those contacted in the course of the work.

**Attorney II (in addition to the above):**

- Interpreting local, state and federal laws/regulations and applying them to County operations.
- Using initiative and independent judgment within general policy guidelines.
- Defining issues, performing legal research, analyzing problems, evaluating alternatives and making appropriate recommendations.
- Presenting statements of law, fact, and argument clearly and logically in written and oral form.

**Attorney III (in addition to the above):**

- Using considerable independent judgment and discretion in performing complex child support assignments.
- Planning, directing and reviewing the work of others on a project or day-to-day basis.
- Understanding, interpreting and explaining laws, regulations and policies governing child support service programs and operations.
- Representing the County effectively in meetings with community partners.

**Ability to:**

**Attorney I:**

- Research, analyze and apply legal principles, facts, evidence and precedents.
- Prepare and present statements of law and fact.
- Argue clearly, logically and persuasively in written and oral form on child law, criminal law, and child support issues.
- Manage an assigned caseload and perform quality 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.
- Communicate effectively both verbally and in writing.
- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.

**Attorney II (in addition to the above):**

- Analyze problems and adopt an effective course of action.
- Establish and maintain cooperative working relationships.

**Attorney III (in addition to the above):**

- Secure cooperation and teamwork among professionals and support staff.
- Develop and implement goals, objectives, policies, procedures and work standards.

**Physical Demands:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Mobility to drive a motor vehicle to attend meetings or visit various work sights.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Work Environment:**

- Generally a typical office setting

- Attending meetings outside of normal working hours.

**QUALIFICATIONS:**

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

**Licenses and Certification:**

- Specified positions may require the ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.
- Be a member in good standing of the California State Bar Association.

**Special Requirements:**

- Must successfully complete an extensive and thorough background investigation which includes Live Scan fingerprinting prior to hire.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

**Education and Experience:**

**ATTORNEY I:**

**MINIMUM:** Possession of a Juris Doctorate from an accredited law school.

**PREFERRED:** In addition to the minimum, one year of professional experience as an attorney in practice of family law specific to child support issues.

**ATTORNEY II:**

**MINIMUM:** Possession of a Juris Doctorate from an accredited law school and at least one year of professional experience as an attorney in the practice of civil, criminal or family law in the State of California.

**PREFERRED:** In addition to the above minimum, two years of experience in the practice of family law specific to child support issues in the State of California.

**ATTORNEY III:**

**MINIMUM:** Possession of a Juris Doctorate from an accredited law school and at least two years of professional experience as an attorney in the practice of criminal, civil or family and child support law in the State of California.

**PREFERRED:** In addition to the above minimum, additional years of experience in the practice of family law specific to child support issues in the State of California.

**This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**

[Dept] Approval: Department Head  
Date:

EEOC: B  
WC: 8810.1

Human Resources Approval: Analyst  
Date:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_