

CLASS SPECIFICATION

Yuba County

September 2001

CLASS TITLE: Attorney I/II/III (Child Support Services)

FLSA STATUS: Exempt

JOB SUMMARY:

Performs routine to complex legal work in the Department of Child Support Services in representing the County 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. These classes are distinguished from Deputy Director of Legal Affairs in that the latter has supervisory responsibility for professional and support staff.

EXAMPLES OF DUTIES:

Essential:

- Prepares cases for hearing and trial, interprets income information, calculates support, interprets and applies federal and state statutory case law.
- Provides legal advice and expertise for family support matters; prepares legal documents, briefs, legal opinion and memoranda on behalf of the Department of Child Support Services.
- Handles large case loads, conducts hearings and trials involving paternity establishment, and child support establishment and enforcement.
- Receives instructions and makes recommendations regarding the review, research and analysis of factual and legal issues related to current and pending issues.
- Requests further investigation or information, if required, prepares appropriate documents for filing charges.
- Appears in Municipal Courts, Superior Courts and Administrative Hearings for pre-hearing conferences, sentencing, preliminary hearings, motions, and court and jury trials.
- Performs legal research regarding a variety of anticipated legal issues; provides advice to staff regarding applicable laws, court decisions and legal authorities.
- 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.
- Represents the department on various administrative and legal matters.
- 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.

Important:

- May be required to drive a County or personal motor vehicle to attend court sessions and meetings, interview individuals and visit case sites.

QUALIFICATIONS:

Knowledge of:

Civil, family and child support law and procedures, particularly as related to area(s) of legal specialty.
Techniques for the effective negotiation or court presentation of assigned cases.
Procedures and practices of presenting effective cases in court.
Courtroom procedures and protocol and rules of evidence.
Principles and practices of legal research and investigation.
Case management and analytical techniques.
Computer applications related to the work.
Record keeping principles and practices.
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.
Basic supervisory principles and practices.

Skill in:

Defining issues, performing legal research, analyzing problems, evaluating alternatives and making appropriate recommendations.
Presenting statements of fact, law and argument clearly and logically.
Interpreting local, state and federal laws/regulations and applying them to County operations.
Representing the County effectively in hearings, courts of law and meetings with law enforcement and other social service agencies.
Preparing clear, concise and legally sufficient motions, sentencing statements, jury instructions and other documents.
Using initiative and independent judgment within general policy guidelines
Planning, directing and reviewing the work of others on a project or day-to-day basis.
Organizing own work, managing multiple projects and meeting critical deadlines.
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.

Ability/Physical Demands:

- Mobility to work in a typical office setting, use standard office equipment, and to drive a motor vehicle.
- Vision to read printed materials and a computer screen for prolonged periods of time.
- Hearing and speech to communicate in person or over the telephone.

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

Working Conditions:

- Generally a typical office setting.
- Attending meetings outside of normal working hours.

Licensing and Certification:

- Be a member in good standing of the California State Bar Association.
- Specified positions may require the ability to obtain a valid California Class C driver's license within thirty (30) days of employment.

Background: The minimum and preferred requirements for this position are described below:

Attorney I

Minimum: Equivalent to possession of an advanced law degree from an accredited college or university and successful completion of the State Bar examination.

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

Attorney II

Minimum: Equivalent to possession of an advanced law degree from an accredited college or university; successful completion of the State Bar examination 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, two years experience in the practice of family law specific to child support issues in the State of California

Attorney III

Minimum: Equivalent to possession of an advanced law degree from an accredited college or university; successful completion of the State Bar examination 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: Four years 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.