

CLASS SPECIFICATION

Yuba County

August 2005

CLASS TITLE: Deputy Director of Legal Affairs

FLSA STATUS: Exempt

JOB SUMMARY:

Manages, administers and coordinates all phases of legal work related to the Department of Child Support Services. Assigns major work assignments to other attorneys and staff. Assists the Director in the establishment of policies, practices, and procedures for all legal aspects of child support services and ensures that such policies and procedures conform to Department of Child Support Services regulations and state and federal State law and policies. Performs complex and specialized legal work related to family law and the establishment of paternity and childcare payments. Performs related work as assigned.

CLASS CHARACTERISTICS:

This single position class has responsibility for directing all child support legal activities and assisting the Director with administrative matters as well as for acting as senior counsel in the handling of complex, controversial and/or specialized child support legal matters. This class differs from other supervisory legal classes in that the duties are related specifically to the child support function.

EXAMPLES OF DUTIES:

Essential:

- Assists in the development of goals, objectives, policies, procedures and work standards for the Department of Child Support Services. Assists in the development and administration of the Department budget.
- Monitors child support laws and court decisions and ensures that the County is in compliance with all laws and regulations; prepares documentation for staff and trains staff in new or modified laws and regulations.
- Researches legal problems and prepares legal briefs, memoranda, points and authorities and other legal documents.
- Represents the County in administrative hearings, court proceedings including trials and before boards, commissions, committees and state and federal agencies in matters related to child support activities.
- Reviews ordinances, resolutions, contracts and other documents for legal sufficiency; makes recommendations for modifications as required.
- Provides technical advice to child support attorneys; handles the more complex and sensitive litigation and situations.
- Plans, organizes, assigns, supervises, reviews and evaluates the work of professional, technical and/or legal office support staff.
- Recommends selection of staff; trains staff in work procedures; administers discipline as required.
- Maintains accurate records and files and compiles reports related to assigned areas of work.

Important:

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

QUALIFICATIONS:

Knowledge of:

Family, civil and administrative law and procedures.
Laws and regulations for the establishment and enforcement of child support obligations for custodial and non-custodial parents and paternity establishment.
Judicial procedures and rules of evidence.
Rules of procedure governing the conduct of hearings and meetings of governmental bodies.
Principles and practices of effective case presentation.
Principles and practices of legal research and investigation.
Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
Case management and analytical techniques.

Skill in:

Defining issues, performing legal research, analyzing problems, evaluating alternatives and making appropriate recommendations.
Presenting statements of facts, law and argument clearly and logically.
Interpreting local, state and federal laws and regulations and applying them to County operations.
Representing the County effectively in hearings, courts of law and meeting with other agencies.
Preparing clear, concise and legally sufficient legal briefs, memoranda, points and authorities reports and other documents or written materials.
Training others in policies and procedures related to the work.
Using initiative and independent judgment within general policy guidelines.
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.

Ability/Physical Requirements:

- Mobility to work in a typical office setting, use standard office equipment, vision to read printed materials and a VDT screen and may require ability to drive a motor vehicle.
- 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 environment. Must occasionally attend 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:

Minimum: Equivalent to possession of an advanced law degree from a college or university and successful completion of the State Bar Examination and two (2) years of professional experience as an attorney in the practice of family or civil law in the State of California. At least one (1) or the two (2) years of experience must be in a family support setting.

Preferred: Equivalent to possession of an advanced law degree from a college or university and successful completion of the State Bar examination and *five (5) years* of professional experience as an attorney 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(s) may be expected to perform job-related duties other than those contained in this document.