



## **CHILD SUPPORT ATTORNEY I**

**DEFINITION:** Performs a variety of professional legal work in child support civil and criminal cases; provides legal advice and assistance in child support issues to Department and law enforcement staff; advises clients and the public on legal procedures regarding child support; may be the attorney of record in all legal actions and proceedings filed on behalf of the Department with the courts and administrative law agencies; and performs related work as required.

**ESSENTIAL JOB DUTIES:** Working under close supervision, Child Support Attorney I is the entry/trainee level in the Child Support Attorney series. Employees at this level receive in-service training, and are given detailed instructions in the performance of routine duties related to legal work in child support civil and criminal cases. As requisite skills and knowledge are developed, greater independence and the full scope of responsibility are exercised. Employees are expected to promote to a Child Support Attorney II after one year of satisfactory performance at the trainee level.

### **EMPLOYMENT STANDARDS**

**Education/Experience:** Active membership in the State Bar of California.

**Knowledge of:** California civil and criminal codes related to child law. Principles of civil, criminal, constitutional and administrative law. Trial and courtroom procedures and practices. Administrative law procedures. Legal research methods. Rules of evidence. Standard legal office practices and procedures. Negotiating techniques relative to child law, criminal law, and child support issues. Ethical and professional standards of conduct.

**Ability to:** Research, analyze and apply legal principles, facts, evidence and precedents to child law and child support issues. Prepare and present statements of law and fact. Argue clearly, logically and persuasively in written and oral form on child law and child support issues. Prepare and present cases in Municipal and Superior courts. Negotiate settlements. Manage an unassigned caseload and perform quality legal 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. Establish and maintain effective working relationships.