



CHILD SUPPORT ATTORNEY III

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 general direction, Child Support Attorney III is the advanced journey level in the Child Support Attorney series. Employees at this level are expected to perform assignments that cover the entire range of child support litigation and advice activities, and may provide lead supervision over other attorneys, and may assist in training less experienced attorneys. Positions may be permanently allocated to level III due to the nature of the work. Positions in this class are flexibly staffed and are normally filled by advancement from the lower level of Child Support Attorney II, or if filled from the outside, require prior related experience. The Child Support Attorney III may exercise lead supervision over other attorneys in the investigation, research, and preparation of the more complex cases. May assist in training less experienced attorneys.

EMPLOYMENT STANDARDS

Education/Experience: Two (2) years of experience as a general practicing attorney. 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.