



CHILD SUPPORT ATTORNEY IV

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 IV is the highest, non-supervisory level in the Child Support Attorney series. Employees at this level are subject matter experts who are regularly assigned the most complex child law and child support cases for litigation. Incumbents also perform legal research on complex child law and child support issues, advise on establishing departmental procedures for prosecuting such cases, and perform as lead attorneys on cases requiring more than one attorney. Positions in this class are flexibly staffed and normally filled by advancement from the lower level of Child Support Attorney III, or if filled from the outside, require prior related experience. The Child Support Attorney IV level prepares and presents cases at the Appellate Court level, develops and presents training sessions on child law and child support litigation to less experienced attorneys and provides lead supervision over other attorneys.

EMPLOYMENT STANDARDS

Education/Experience: Three (3) 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.