

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: CHIEF CHILD SUPPORT ATTORNEY
DEPARTMENT: CHILD SUPPORT SERVICES
REPORTS TO: CHILD SUPPORT SERVICES DIRECTOR
CIVIL SERVICE: YES

CLASS CODE: S583
FLSA STATUS: E
DATE: 11/07
BARGAINING UNIT: 715 MCPAA

JOB SUMMARY:

Under limited direction, this single position's primary responsibility is to supervise and coordinate legal activities in the Child Support office and to serve as Senior Trial Attorney. Under limited direction, the Chief Child Support Attorney assists the Director in planning, organizing, directing, and coordinating the work of the legal division of the Department of Child Support Services; performs a variety of complex civil litigation activities; serves as the attorney of record in all legal actions and proceedings filed on behalf of the Department with the courts and administrative law agencies.

DISTINGUISHING CHARACTERISTICS:

This is the Senior Attorney in the Child Support office. This position is distinguished from Child Support Attorney IV by the responsibility of the Chief to assist with division operations and by its supervisory duties, which includes establishing work standards, strategies, and evaluating staff performance. This position is distinguished from the Child Support Director by the latter's responsibility to plan, organize and direct the activities and operations of the department.

SUPERVISION EXERCISED:

The Chief Child Support Attorney exercises technical and functional supervision over the Child Support Attorney series, legal support staff and other staff.

EXAMPLE OF DUTIES: (Duties may include, but are not limited to the following)

- Carry out supervisory duties in accordance with policies, procedures and applicable laws including: interviewing, hiring and training and mentoring, planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.
- Assigns, reviews, and approves the preparation of legal opinions for the department Director; determines the department's legal position in cases involving conflicting issues or new legislation; and prepares management reports.
- Plans, organizes and directs the legal activities, services and operations of the Legal Services division and, coordinates the workflow between the legal, investigative and case-management functions.
- May act on behalf of the Director in his or her absence as required and represents the Director before the media, civic, professional and other groups, and at State, regional and national conferences as required.
- Prepares for and litigates the most sensitive and/or complex civil child support cases; writes opinions and briefs, and negotiates and settles complex and/or sensitive child support matters.
- Advises child support managers on questions of evidence, law, and procedure in particular cases.
- Analyzes and interprets existing and proposed Federal and State legislation and regulations, and State Department of Child Support Services policies, procedures, and other directives to determine their legal impact on department operations.
- Coordinates the legal functions of the Department with, and serves as liaison to, local, State and Federal courts, administrative law agencies, Judicial Council, law enforcement agencies, and other county departments, including the referral of cases to the District Attorney.
- Generally directs the litigation of civil child support cases; confers with subordinate attorneys regarding cases that are highly complex, of great interest to the public, or which have significant implications as legal precedent, and may personally direct the litigation of such cases.
- Represent the Department in administrative hearings held pursuant to complaints filed by parties whose cases are being handled by the Department.
- Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment Computer Vehicle

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Current membership with the State Bar of California and five years experience as a practicing attorney to include two years at a level equivalent to that of the Child Support Attorney IV; or any combination of education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Licensed to practice law in the State of California
Valid driver's license

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Duties, powers, limitations, and authority of the State Department of Child Support Services and the Federal Title IV-D program.
- California family law, civil procedure, criminal law and federal laws and regulations as they relate to child support; rules of evidence.
- Trial and court procedures, administrative law procedures, ethical and professional rules of conduct.
- Standard legal office practices and procedures, methods of supervision and personnel management.
- Methods and techniques of legal research and report presentation.
- Debt collection practice and civil enforcement of monetary judgments and paternity and child support process.
- Civil and criminal codes related to California Child Support Law; proper negotiating skills and techniques.

Skill in:

- Selecting and motivating staff and providing for their training and professional development.
- Preparing clear and concise reports, correspondence and other written materials.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting deadlines, and following up on assignments with a minimum of direction.
- Analyzing and resolving office administrative situations and problems.
- Communicating clearly and effectively, both orally and in writing.

Mental and Physical Ability to:

- Plan, organize, direct, and evaluate the work of attorneys, paraprofessionals, and clerical staff.
- Establish and maintain effective working relationships with a variety of individuals.
- Work with Federal, State and local policy makers, recognize, and resolve problems of a sensitive and political nature.
- Work independently under broad policy direction.
- Read, understand and interpret complex legislation, policies, and regulations and apply them to new and difficult legal and administrative problems.
- Provide direction and act as a resource to legal, management, supervisory, and line staff.
- While performing the essential functions of this job the employee is regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms, and speak and hear.
- While performing the essential functions of this job the employee is occasionally required to stand, walk and lift and/or move up to 40 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.