

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

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

**CLASS CODE: S579**  
**FLSA STATUS: E**  
**DATE: 11/07**  
**BARGAINING UNIT: 715 MCPAA**

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**JOB SUMMARY:**

Under close supervision, the Child Support Attorney I learns and performs a wide variety of professional legal work in connection with child support civil and criminal cases; provides legal advice and assistance in child support issues to Department staff; interfaces with members of the public, including parties and private attorneys, in addressing questions and concerns regarding the legal aspects of child support cases being handled by the department.

**DISTINGUISHING CHARACTERISTICS:**

This is the entry/trainee level class in the Child Support Attorney series. The Child Support Attorney I is distinguished from the class of Child Support Attorney II in that assignments to the latter class require more specific child support legal experience and less supervision and review. As incumbents acquire greater knowledge and skill, they carry out their assignments with greater independence. Incumbents are expected to promote to the Child Support Attorney II class after one year of satisfactory performance at the I level.

**SUPERVISION EXERCISED:**

No supervision is exercised.

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

- Assist experienced attorneys in investigating, researching and preparing child support cases for litigation or prosecution.
- Meet with members of the public, private attorneys and representatives from other agencies regarding issues and questions related to cases being handled by the Department.
- Interpret and apply laws, court decisions, local, state and federal regulations, and other legal authorities for use in the preparation of child support cases.
- Prepare legal pleadings, including complaints, answers, demurrers, discovery, motions, draft orders, and draft judgments required for hearings, trials, and related legal proceedings.
- Advise Department staff on questions of law and procedure in particular cases.
- Perform legal research in the preparation of briefs and opinions concerning matters within the Department.
- Perform 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. Completion of a law intern program, preferably in a Child Support Services office, is highly desirable; or any combination of education, training and experience which 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 Drivers License

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge of:**

- Principles, procedures and practices regarding the practice of law in the State of California.
- Applicable state, federal and local ordinances, laws, rules and regulations.
- Record keeping, report preparation, filing methods and records management techniques.
- Methods and techniques of research, statistical analysis and report presentation.
- Ethical and professional standards of conduct.
- Computer applications and hardware related to performance of the essential functions of the job.

### **Skill in:**

- 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 critical deadlines, and following up on assignments with a minimum of direction.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
- Communicating clearly and effectively, both orally and in writing.

### **Mental and Physical Ability to:**

- Analyze situations effectively, interpret and apply laws and regulations and recommend effective courses of action.
- Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.
- Write reports, motions, briefs and/or other legal documents.
- Speak effectively before groups and respond to questions.
- Argue clearly, logically and persuasively in written and oral form on child law, criminal law, and child support issues.
- Maintain confidentiality and objectivity.
- Understand and accept differences in human behavior, cultural and ethnic backgrounds.
- Establish and maintain effective working relationships with a variety of individuals.
- 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 20 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.