

## **CHILD SUPPORT ATTORNEY I**

### **Definition:**

Under direction, to perform less difficult legal work; to establish paternity and child support orders; modify support orders; to perform legal research; to conduct hearings; to handle less difficult civil enforcement cases and to do related work as required.

### **Essential Functions:**

- Interviews parties and witnesses to civil actions.
- Reviews and analyzes financial information from parties and as provided by State and Federal agencies.
- Examines evidence.
- Studies, interprets and applies laws, court decisions and other legal authorities for use in the preparation of court cases, opinions, and briefs.
- Prepares for trial and tries court cases before the California Supreme Court, the California Court of Appeal, the Superior Court, the lower courts, the U. S. Bankruptcy Courts, Workers' Compensation Appeals Board, and administrative law tribunals.
- Prepares pleadings, petitions, motions, writs, appellate briefs, legal documents, and dictates correspondence.
- Meets and confers with parties and/or counsel of record to negotiate settlement.
- Participates in Alternative Dispute Resolutions processes.
- Performs legal research.
- Engages in civil discovery processes.
- Provides legal advice to Legal Assistants, Family Support Officers, Clerks, and other staff members.

### **Other Functions:**

- Performs other job-related duties as required.

### **Employment Standards:**

Applicants must be licensed by the California State Bar.

**Knowledge of:** the principals of law, trial procedure, and their application, including California Welfare and Institutions Code, Family Code, Civil Code, Code of Civil Procedure, Probate Code, Evidence Code, and Rules of Court; legal research methods; basic computer applications.

**Ability to:** travel to locations outside of the regular office to perform necessary legal services; present statements of fact, law, and argument clearly and logically; maintain effective working relationships with others.

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.

New  
August 2000  
#1224  
JS1224