



**COUNTY OF SONOMA
INVITES APPLICATIONS FOR THE POSITION OF:**

Child Support Attorney II/III/IV

An Equal Opportunity Employer

SALARY

Salary: See Position Description

OPENING DATE: 10/14/11

CLOSING DATE: 10/30/11

THE POSITION

The Department of Child Support Services is seeking highly motivated attorneys to fill two full-time vacancies!

Child Support Attorney II

\$41.56 - \$50.52 Hourly / \$7,228 - \$8,786 Monthly / \$86,740 - \$105,441 Annually

Child Support Attorney III

\$47.81 - \$58.12 Hourly / \$8,315 - \$10,108 Monthly / \$99,785 - \$121,303 Annually

Child Support Attorney IV

\$53.84 - \$65.45 Hourly / \$9,364 - \$11,383 Monthly / \$112,370 - \$136,602 Annually

The Child Support Attorney II/III/IV, performs an integral part of the services provided by the Department of Child Support Services. Duties include a variety of professional legal work, including all aspects of litigation related to the preparation and presentation of family law cases. Child Support Attorneys utilize negotiation skills to reach agreements in child support and paternity cases. Child Support Attorneys also instruct, assist, and advise other professionals, law clerks, attorneys, paralegals, child support officers, and other technical and clerical support staff.

About the Department

The Department of Child Support Services (DCSS) is part of a national and state program that provides paternity, medical support and child support services to children and families in Sonoma County. DCSS establishes and enforces court orders of paternity, medical and financial support. Court orders established by DCSS include reimbursement for parents who receive Temporary Assistance for Needy Families (TANF) grants. Parents who do not receive public assistance, also apply directly for child support services. DCSS uses innovative enforcement techniques which are not available in private family law matters to assist these families, such as suspending the driver's license or intercepting tax returns of the parent paying support.

This recruitment is being conducted to fill two **full-time** vacancies in the Department of Child Support Services. The employment list established may also be used to fill future full-time, part-time, or extra-help (temporary) vacancies as they occur during the active status of the list.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

MINIMUM QUALIFICATIONS

Child Support Attorney II

Applicants must be a current member of the California State Bar and possess the knowledge and abilities listed. Normally, this requires:

Education: Possession of a J.D. from an accredited law school.

Experience: One year of experience as an attorney preferably in a practice related to family law.

Professional License: Active membership in the State Bar of California.

License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

Child Support Attorney III

Applicants must be a current member of the California State Bar and possess the knowledge and abilities listed. Normally, this requires:

Education: Possession of a J.D. from an accredited law school.

Experience: Two years experience as an attorney in the practice of family law that included the litigation of child support cases.

Professional License: Active membership in the State Bar of California.

License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

Child Support Attorney IV

Applicants must be a current member of the California State Bar and possess the knowledge and abilities listed. Normally, this requires:

Education: Possession of a J.D. from an accredited law school.

Experience: Four years experience as an attorney in the practice of family law that included the litigation of child support cases including two years experience at a level comparable to Child Support Attorney III.

Professional License: Active membership in the State Bar of California.

License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

KNOWLEDGE, SKILLS, AND ABILITIES

Child Support Attorney II

The level of knowledge related to the litigation of child support cases is expected to increase with each level of this series.

Working Knowledge of: the duties, powers, limitations, and authorities of the Department of Child Support Services; principles and practices of civil and administrative law; civil and criminal codes related to California family law, probate, bankruptcy, and debtor/creditor law; the social and economic problems affecting public child support services; trial and hearing procedures and rules of evidence; legal research methods and techniques; judicial procedures; report writing; and basic statistics.

Ability to: understand, interpret and explain laws, regulations and policies governing child support service programs and operations; prepare, present and conduct cases of law in court; present statements of law, fact and argument clearly and logically in written and oral form; analyze problems and adopt an effective course of action; establish and maintain cooperative working relationships; communicate effectively both verbally and in writing; secure cooperation and teamwork among professionals and support staff.

Child Support Attorney III

The level of knowledge related to the litigation of child support cases is expected to increase with each level of this series.

Considerable Knowledge of: the duties, powers, limitations, and authorities of the Department of Child Support Services; principles and practices of civil and administrative law; civil and criminal codes related to California family law, probate, bankruptcy, and debtor/creditor law; the social and economic problems affecting public child support services; trial and hearing procedures and rules of evidence; legal research methods and techniques; judicial procedures; report writing; and basic statistics.

Ability to: understand, interpret and explain laws, regulations and policies governing child support service programs and operations; prepare, present and conduct cases of law in court; present statements of law, fact and argument clearly and logically in written and oral form; analyze problems and adopt an effective course of action; establish and maintain cooperative working relationships; communicate effectively both verbally and in writing; secure cooperation and teamwork among professionals and support staff.

Child Support Attorney IV

Thorough Knowledge of: the duties, powers, limitations, and authorities of the Department of Child Support Services; principles and practices of civil and administrative law; civil and criminal codes related to California family law, probate, bankruptcy, and debtor/creditor law; the social and economic problems affecting public child support services; trial and hearing procedures and rules of evidence; ; legal research methods, techniques; judicial procedures; ; report writing; and basic statistics.

Ability to: understand, interpret and explain laws, regulations and policies governing child support service programs and operations; prepare, present and conduct cases of law in court; present statements of law, fact and argument clearly and logically in written and oral form; analyze problems and adopt an effective course of action; establish and maintain cooperative working relationships; communicate effectively both verbally and in writing; secure cooperation and teamwork among professionals and support staff.

SELECTION PROCEDURE

Application Instructions:

The information contained in the application and responses to the supplemental questions will be evaluated and taken into consideration throughout the employment process. Applicants should list all employers and positions held within the last ten years in the work history section of your application and be as thorough as possible when responding to the supplemental questions. You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, please list each position separately. Failure to comply with these instructions may impact your competitiveness in this process or may result in disqualification.

For more detailed information about examination steps and the hiring process, you are encouraged to go to <http://hr.sonoma-county.org/content.aspx?sid=1024&id=1464> and review the Hiring Process Overview.

APPLICATION SUBMISSIONS REQUIRE THE MANDATORY SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED

The selection procedure will consist of the following examination:

An **Application & Supplemental Questionnaire Appraisal Examination** (weight 100%) will be conducted to evaluate each applicant's application and supplemental questionnaire for satisfaction of minimum qualifications (pass/not pass), and for educational coursework, training, experience, knowledge, and abilities which relate to this position. Each applicant will be evaluated based on the following criteria:

- Relevance of work history, related experience, and achieved level of education and/or training as described in the application and responses to the supplemental questions.

Candidates demonstrating possession of the minimum qualifications will be placed on an employment list in order of most qualified to least qualified based on the achieved score received in the Application & Supplemental Questionnaire Appraisal Examination. Scores may be adjusted based on such factors as number of candidates, anticipated vacancies, past practice, and natural breaks in the scores achieved by this group of candidates.

Important Note: You must provide the County's Human Resources Department with a copy of your law school transcript AND a significant legal document that you personally drafted by the 10/30/11 filing deadline. This documentation can be submitted by mail to: Human Resources - Attention: Child Support Attorney Recruitment, 575 Administration Drive, #116B, Santa Rosa CA 95403; OR fax both to (707)565-3770.

Background: A background investigation may be required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additionally, a pre-employment medical examination, including a drug screening, will be required prior to employment.

How to Apply: Applications are accepted on-line at www.yourpath2sonomacounty.org. Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Applications received after the recruitment closes will not be accepted.

The County of Sonoma is committed to a policy and actively pursues a program of equal employment and non-discrimination.

In an effort to mitigate the impact of budget reductions on the County workforce, the County of Sonoma implemented a Mandatory Time Off (MTO) Program of 8 days (64 hours) for the current fiscal year (through June 30, 2011) and 5 days (40 hours) for the 2011/2012 fiscal year (through June 30, 2012). The amount of pay deducted for the unpaid furlough time is determined by the employee's regularly allocated work schedule. In order to minimize the impact of the unpaid furlough on employees, deductions are being withheld and amortized each pay period from the date of hire through the end of the fiscal year in June 2012.

Employees hired after January 3, 2011, and prior to the end of the fiscal year in June 2011, will be required to take a prorated number of MTO hours during the fiscal year, to be determined based on their date of hire.

HR Analyst: SK
HR Technician: JL

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.yourpath2sonomacounty.org>
OR
575 Administration Drive, Suite 116B,

EXAM #11/10-4042-O
CHILD SUPPORT ATTORNEY II/III/IV
SK

Santa Rosa, CA 95403

Child Support Attorney II/III/IV Supplemental Questionnaire

- * 1. Current active membership in the State Bar of California is required for this position. Please provide your active State Bar of California membership number.

- * 2. Please indicate which level(s) you are applying for. To be considered for more than one level, please check each level that applies.
 - Level II
 - Level III
 - Level IV

- * 3. Please describe your professional attorney experience and highlight any experience related to the area of family law. Include in your response the employer name, job title, dates employed, and duties performed. If you do not have this type of experience, please write "N/A".

- * 4. Please describe your experience working in a government child support office. Include in your response the employer name, job title, dates employed, and duties performed. If you do not have this type of experience, please write "N/A".

- * 5. Please describe a complex case that you've handled involving a child support issue. Briefly describe the matter, as well as your role in the process and outcome. If you do not have this type of experience, please write "N/A".

- * 6. Please provide an estimate of the number of cases in which you represented an interest in a Child Support Enforcement case. If you do not have this type of experience, please write "N/A".

- * 7. Please describe any committee work performed for family law or child support organizations, such as state and local bar associations or the Child Support Directors Association. If you do not have this type of experience, please write "N/A".

- * 8. Please describe your experience instructing and assisting other attorneys, paralegals, law clerks, child support officers, and other technical staff. If you do not have this type of experience, please write "N/A."

- * 9. Please list the types of computer programs, especially legal software programs, with which you are familiar. For each program you list, indicate your level of proficiency (introductory, intermediate, advanced) and briefly describe examples of work you have produced using that program to demonstrate your level of proficiency. If you do not have this type of experience, please write "N/A."

- * 10. **IMPORTANT:** You must submit a copy of your law school transcript AND a significant legal document that you personally drafted. You must upload and attach your transcript AND your significant legal document sample to your online application, OR mail the document to Sonoma County Human Resources, 575 Administration Drive, Suite 116B, Santa Rosa

CA 95403; OR fax both to (707)565-3770. I understand that I am required to submit the above via online attachment, mail, or by fax; by the final filing date of October 30, 2011.

Yes No

* Required Question