

To all Department of Child Support Services Employees,

The Department of Child Support Services has an open vacancy for the position of Deputy Child Support Attorney III (Riverside), Job ID#6868, which is now live on Job Gateway with an expected closing date of Monday, June 26, 2017 at 11:59 p.m. PST; however postings may close at any time.

To apply please follow the link below.



And log into your Employee Self Service (ESS) account.

First-Time Login Instructions for Internal Applicants.

To access Job Gateway, log into your ESS account here;

<https://corhcm.co.riverside.ca.us/psp/h900prda/?cmd=login>

Your user ID will always start with "ESS" and is followed by your 6-digit Employee ID number with no spaces. If you forgot your Employee Self Service password, click on the "Forgot Password?" link.

Once you have successfully logged into your ESS account.

Select the drop down menu to the upper left of the screen labeled "Self Service", from there select the drop down menu labeled "Recruiting Activities" and click on the link labeled "Careers". You may now click any job posting to submit your application.

Step by Step ESS Gateway Training Guide.

For a complete step by step training guide on how to navigate through your ESS account and apply through Job Gateway, click the link here. [ESS Apply Training Guide](#)

Job Gateway Applicant Workshops are available.

These training sessions are for both County of Riverside employees and the public.

The training class schedule can be found here [Job Gateway Applicant Workshop Schedule](#).

An appointment is required to attend. To schedule your appointment email Recruiting@rc-hr.com. Please include the date and session time you would like to attend.

For any questions regarding this position please contact the recruiter. Contact information provided below.

Colleen Tracy
Riverside County Human Resources
Human Resources Analyst
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Class Title: DEPUTY CHILD SUPPORT ATTORNEY III

Bargaining Unit: DDAA - Prosecution

Class Code: 37494

Salary: \$47.20 - \$70.52 Hourly
\$8,181.87 - \$12,224.16 Monthly
\$98,182.45 - \$146,689.92 Annually

Description

Under direction, to perform a wide range of professional legal work in civil litigation of child support cases and criminal child support enforcement; to prepare and present cases before any court within the State; and to do other related duties as required.

This is the journey level class in the Deputy Child Support Attorney series. Positions in the class are distinguished from Deputy Child Support Attorney II by assignments, which require demonstrated ability to effectively perform the complete range of legal work in the field of child support litigation. The class differs from Deputy Child Support Attorney IV in that positions of the latter class litigate or prosecute the most difficult and complex cases involving serious consequences of error, and/or function as lead supervisor over journey level attorneys. May be appointed for limited terms at the discretion of the Director of Child Support Services to act as a special deputy prosecutor for the sole purpose of reviewing, filing and litigating child support enforcement complaints pursuant to Penal Code section 166 and 270.

Examples of Essential Duties:

- Investigates, researches, and prepares all types of child support cases for litigation or prosecution; presents and litigates or prosecutes cases before all courts within the State.
- Interviews and advises law enforcement officers and the public in regard to the issuance of civil child support complaints and actions or criminal child support complaints;
- Acts as a senior deputy for cases in branch courts; negotiates with attorneys regarding the disposition or modification of complaints, actions or charges in cases; advises Child Support Specialists and Interviewers on questions of law and procedure in particular cases;
- Performs legal research in specialized areas of civil litigation or criminal prosecution; studies, interprets, and applies statutes, ordinances, court decisions, and legal opinion;
- May assist in the training and supervision of other deputies; may act for higher-level deputies in their absence; dictates correspondence and prepares reports; may coordinate the work of support personnel.

Recruiting Guidelines:

Knowledge of: Legal principles and their application; the rules of evidence and the conduct of court proceedings; Duties, powers, limitations and authority of the federal Title IV-D and State child support program and the County Department of Child Support Services; Methods, procedures, and practices of civil child support litigation and child support criminal prosecution; grand jury functions and procedures; Roles and operations of related agencies in the child support enforcement and justice systems.

Ability to: Analyze complex legal problems and apply legal principles and practices; present facts, arguments, and laws clearly and logically in written and oral form; Perform legal research; work cooperatively with others.

OPTION I

Experience: One year of experience as a Deputy Child Support Attorney II in Riverside County or in an equivalent class with another government agency.

OPTION II

Experience: Two years of experience in the practice of family law.

OPTION III

Experience: Three years of experience in the practice of law.

Other Requirements:

License or Certificate: Active membership in the State Bar of California.

Possession of a valid California Driver's License will be required for most positions in this class.

Must be able to pass an extensive background check.

Pre-Employment:

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment.)

Probationary Period:

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.