

STAFF ATTORNEY I

DEFINITION OF WORK

Employees in this classification perform professional legal work and tasks for the Child Support Department within the County. Employees in this class provide professional legal services within the Department as assigned by the Child Support Enforcement Director. Employees perform research, draft legal instruments and documents; represent the Department in judicial and administrative proceedings; prepare legal opinions on rules and operations of the Department; resolve legal complaints; and respond to inquiries on legal issues; advising clients about their rights and obligations; negotiating on behalf of clients; and investigating assigned citizen complaints. Employees must exercise initiative and independent judgment in various phases of work such as determining the case's merits and points of law, analysis of pertinent statutory and case law, and preparing legal pleadings. Considerable tact and courtesy are required in advising Child Support Agents, as well as custodial and/or non-custodial parents regarding legal issues involved in civil paternity and/or support actions. Work also includes providing legal direction to other departmental legal professional staff. All duties performed pursuant to the assignment and direction of the Child Support Enforcement Director are evaluated through conferences, review of work results obtained, and overall acceptance of the legal work by the County's citizens.

EXAMPLES OF WORK

Employees prepare staff with the proper format for preparing cases for court and then litigate child support cases; conduct legal research of statutory and case law of child support in addition to local, State, and federal regulations and respond to Department and public inquiries; draft legal opinions based upon internal operating policies; conduct review of cases; determine the merits and points of law of each case; analyze pertinent statutory and case law; prepare and review legal pleadings to include complaints, motions, briefs, orders, and judgments, or other legal documents for filing pertaining to cases; draft, prepare, and review legal correspondence; meet with Child Support Agents to discuss and provide legal advice and support; advise the custodial and non-custodial parent regarding legal issues involved in civil paternity and support actions; represent the Child Support Department in court weekly with a substantial docketed cases; maintain effective and productive working relationships with the Department director, other departmental staff, court officials, clients, attorneys from other agencies or private law firms, County and State officials, North Carolina Attorney General's Office, judges, Clerks of Court, County Attorney's Office and law enforcement agencies; develop, implement, and modify standards of practice for legal work performed for the legal staff; maintain confidential information without disclosure, subject always to the North Carolina State Bar Rules of Professional Conduct; attend continuing legal education conferences and workshops to maintain law license in accordance with State Bar requirements; perform related work as required.

EMPLOYMENT STANDARDS

Education and Experience:

Doctoral degree from a recognized school of law and two years of progressively responsible professional legal experience, preferably in a local governmental setting; or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

Knowledge of legal principles, precedents, and practices and their application to functions of child support cases and State and federal Constitutional law; knowledge of current legislation affecting counties and boards; knowledge of the County's policies and procedures; knowledge of Child Support organizations, departments, and functions; knowledge of judicial and quasi-judicial

procedures and the rules of evidence; general knowledge of the application of information technology to work tasks; analytical and writing skills; skill in collaborative conflict resolution, negotiation, and meeting facilitation; ability to analyze the legal aspects of child support problems and to provide sound advice and assistance to officials; ability to present facts, law, and arguments clearly, logically, and persuasively; ability to draft ordinances and opinions; ability to conduct civil or criminal litigation; ability to interpret and apply constitutional provisions, statutes, administrative regulations, court decisions and other precedents; ability to research and analyze facts, evidence, and legal instruments; ability to express conclusions and arguments clearly and logically in oral and written forms; excellent interpersonal skills; ability to maintain effective working relationships with Board officials, County Manager, and department heads, judges, other attorneys, and other employees.

SPECIAL REQUIREMENTS

Licensed to practice law in the State of North Carolina. Successful completion of State Bar required hours of annual CLE credits. Some positions within classification may require a valid North Carolina driver's license. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

ADA REQUIREMENTS

Employees are subject to hazards associated with indoor work environments.

PHYSICAL REQUIREMENTS

Must be able to physically perform the basic life operational functions of fingering, talking and hearing.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to move objects.

Must possess the visual acuity to work with data and figures, handle accounting processes, operate a computer, and do extensive reading.