



The County of San Bernardino
invites application for the position of

Supervising Child Support Attorney

Job Announcement Number: **13-03079-01**

SALARY

\$50.81 - \$65.03 **Hourly** \$8,807.07 - \$11,271.87 **Monthly** \$105,684.80 - \$135,262.40 **Annually**

APPLY BY: 5:00 PM on 10/18/13

Applicants are encouraged to apply online: <http://www.sbcounty.gov/hr>

THE POSITION

The Department of Child Support Services has an exciting opportunity for experienced attorneys. County of San Bernardino has reciprocity with CalPERS.

The **Department of Child Support Services** is recruiting for a **Supervising Child Support Attorney** who will supervise the daily operations of the attorney's unit. Incumbents oversee the administration of complex civil and criminal cases, including paternity, support, interstate cases, and cases that may be highly visible or sensitive. Additionally, Supervising Child Support Attorneys may provide budgetary input; participate in hiring and disciplinary actions; train and evaluate work performance of trial attorneys; recommend personnel actions; and review and evaluate disposition of difficult and sensitive cases.

CONDITIONS OF EMPLOYMENT

Work Assignment: The newly hired Supervising Child Support Attorney will be assigned to work in the Loma Linda branch office. **Willingness to work in this location must be indicated on the Supplemental Questionnaire.** **Travel:** This position will be assigned to the Loma Linda office; however, travel to the other branch offices in Ontario and Victorville may be required to oversee the legal staff in those locations. At the time of hire, a valid California driver license and proof of liability insurance may be required. **Background Investigation:** Applicants must pass a background investigation, including fingerprinting, prior to appointment. **Work Schedule:** This position may be assigned to a schedule of less than full time (80 hours) per two week pay period.

COMPETITIVE BENEFITS INCLUDE:

Retirement Plans

- ❖ Generous County pension
- ❖ Vested after 5 years
- ❖ Eligible for retirement after 10 years of service
- ❖ County contributes up to 1.5% of base salary to the Retirement Medical Trust
- ❖ Eligible to participate in 457(b) Defined Compensation Plan
- ❖ No employee deduction for Social Security
- ❖ **Retirement Example:** An employee with 30 years of service, who retires at age 60, will receive 54% of his/her salary for life

Paid Time Off

- ❖ Administrative leave - 40 hours annually
- ❖ Annual leave - 40 hours annually
- ❖ Vacation leave - up to 4 weeks annually
- ❖ Sick leave - 11 days annually
- ❖ Holidays - 14 days annually
- ❖ Perfect Attendance Incentive

Medical Benefits

- ❖ Health and Dental insurance provided
- ❖ Medical and dental premium subsidy to offset the cost of healthcare insurance premiums - up to \$1,282 monthly
- ❖ Employee paid vision coverage; eligible for family vision coverage
- ❖ Eligible to participate in Flexible Spending Account

Miscellaneous Benefits

- ❖ \$700 tuition reimbursement annually
- ❖ 24 hours paid time annually to pursue Continuing Education
- ❖ Employer paid term life insurance - \$35,000

MINIMUM REQUIREMENTS

BAR LICENSE: Must be a member in good standing of the California Bar Association.

☞ **AND** ☞

EXPERIENCE (must meet one of the following):

Option 1: Three (3) years of experience as a Child Support Attorney in a government Child Support Enforcement Agency.

Option 2: Four (4) years of litigation experience which includes one (1) year as a senior attorney responsible for directing special projects, serving as a lead attorney, performing specialized legal research or handling the most complex cases with a high degree of independence.

DESIRED QUALIFICATIONS

The ideal candidate is a strong leader who communicates effectively and supports the growth and development of their staff; demonstrates the ability to think strategically; has experience working collaboratively with operations staff; and possesses a vision for how a local child support agency Attorney team can contribute to organizational success.

SELECTION PROCESS

There will be a **competitive evaluation** of qualifications based on the Application and Supplemental Questionnaire; therefore, it is important that application materials and responses are complete and clear. *Do not refer to a resume.*

The Human Resources Department reserves the right to modify the examination process in accordance with the Personnel Rules and accepted selection practices.

Applications may be obtained and filed online at: <http://www.sbcounty.gov/hr>
(909) 387-8304 • TTY Users: 711

157 West Fifth Street, 1st Floor, San Bernardino, CA 92415

An Equal Employment Opportunity and ADA Compliant Employer

SUP-Issue Date: 9/28/13 JM/vk