

VENTURA COUNTY, DEPARTMENT OF CHILD SUPPORT SERVICES (RECRUITMENT BY CEO-HR) INVITES APPLICATIONS FOR:



**DCSS Managing Attorney
0225DCSS-20AA (KCR)**

An Equal Opportunity Employer

SALARY RANGE (approximate)

\$74.74 - \$104.65 Hour

\$12,955.42 - \$18,139.36 Monthly

\$155,465.02 - \$217,672.36 Annually

POSITION INFORMATION

County of Ventura, Department of Child Support Services
Invites applications for



DCSS Managing Attorney

Annual Base Salary up to \$217,672 annually

WHAT WE OFFER

The County of Ventura offers an attractive compensation and benefits package. Aside from the salary of approximately \$151,465 to \$217,672 an employee within this position will also be eligible for the following:

- **General Salary Increase (GSI)** - Effective December 27, 2020, this classification will receive a 2.5% GSI.
- **Market Based Adjustment (MBA)** - Effective January 10, 2021, this classification will receive a 2.37% MBA.
- **Educational Incentive** - An educational incentive of 2.5% for completion of an associate's degree, 3.5% for completion of a bachelor's degree, OR 5% for completion of a graduate's degree.

- **Executive Annual Leave** - The candidate selected for this position will earn 248 hours per year, increasing to 288 hours after 5 years of service, to 328 hours after 10 years of service, and to 368 hours after 15 years of service, or other public service.
- **Annual Leave Redemption** - The ability to "cash out" or redeem up to 100 hours of accrued Annual Leave per year after using 80 hours in the 12 months immediately preceding the cash out.
- **Deferred Compensation** - Eligible to participate in the County's 401(k) Shared Savings Plan and/or the Section 457 Plan. This position is eligible for up to a 3% match on your 401(k) contributions.
- **Health Plans** - You are afforded a flexible credit allowance for purchasing medical, dental, and/or vision insurance from a group of authorized plans. Tier one for employee only is \$447 per pay period, tier two for employee plus one is \$522 per pay period and tier three for employee plus family is \$547 per pay period.
- **Flexible Spending Accounts** - Employees may also participate in the Flexible Spending Accounts which increase their spending power by reimbursing them with pre-tax dollars for IRS approved dependent care and health care expenses.
- **Pension Plan** - Both the County and you contribute to the County's Retirement Plan and to Social Security. If you are eligible, you may establish reciprocity with other public retirement systems such as PERS.
- **Holidays** - 11 paid days per year which includes a scheduled floating holiday.

THE COMMUNITY

From rolling hills to sweeping ocean views, Ventura County is located on California's "Gold Coast," approximately 50 miles northwest of Los Angeles and 30 miles southeast of Santa Barbara. The near perfect Mediterranean climate with an average annual temperature of 74.2 degrees and a wonderful quality of life are a few of the reasons many of the 802,983 residents call Ventura County "home." Ventura has a diverse economic base from tourism to high-tech enterprises in beautifully planned communities, making the region one of the safest in Southern California.

COUNTY GOVERNMENT

Ventura County is a "general law" county, governed by a five-member, elected-by-district Board of Supervisors. The Supervisors appoint a County Executive Officer (CEO) to oversee the County budget, day-to-day operations, as well as to advise, assist and act as an agent for the Board of Supervisors in all matters under the Board's jurisdiction.

THE DEPARTMENT

The mission of the Ventura County Department of Child Support Services (DCSS) is to promote the best interests and well-being of children and families by working to ensure that children receive consistent and reliable support from both of their parents. Our core purpose is to help families thrive. As an agency, we accomplish this by transforming lives through the true power of child support. Child support drives powerful outcomes by uniting families in separate households, providing stability for children, and allowing parents to focus on dreams, hopes and the well-being of their children.

THE POSITION

Under administrative direction of the Director of Child Support Services, the DCSS Managing Attorney, plans, organizes and supervises the legal activities of the Department of Child Support Services; performs a variety of complex civil litigation activities involving paternity and child support issues; and performs related duties as required to achieve a diverse and inclusive culture.

The successful candidate will have progressively responsible management or administrative experience in child support law and personnel management in a private or public legal office.

Additionally, the ideal candidate will have experience as an attorney for a Local Child Support Agency (LCSA)

regulated by Title IV-D program and will have successful background check clearance under the Federal Bureau of Investigation (FBI) and Department of Justice (DOJ).

PAYROLL TITLE

Managing Attorney

The Managing Attorney is an at-will classification exempt from the provisions of the Civil Service Ordinance.

Click on this link to view a brochure: <http://tiny.cc/ts2bkz>

Examples Of Duties:

Duties may include but are not limited to the following:

- Assigns, schedules, trains, supervises, and disciplines personnel assigned to the legal unit of the Department of Child support Services;
- Recommends modifications to programs and procedures within the Department and implements changes;
- Develops, evaluates and implements department goals, objectives, policies and procedures; develops systems and standards for program evaluation, and assures departmental activities are in compliance with all laws, policies, regulations, and goals;
- Manages, delegates, and directs the work of the Child Support attorneys; establishes work standards, provides consultation and advice on questions of evidence, law, and procedure;
- Performs legal research, writes opinions and briefs, and prepares legal opinions in cases involving conflicting issues or new legislation;
- Prepares reports and correspondence; maintains accurate case records;
- Confers with law enforcement agencies, the judicial system, the public and other stakeholders regarding policies and procedures of the Department of Child Support Services, as appropriate and assigned;
- Attends and participates in meetings, seminars, conferences and court; prepares presentations and reports for internal and external audiences;
- Adheres to the standards of the Privacy Act of 1974, {U.S.C. § 552A} as amended; maintains and enforces all aspects of confidentiality of client information;
- May prepare and litigate the most sensitive and/or complex civil cases involving paternity and child support; may negotiate and settle complex and/or sensitive child support matters;
- Monitors current State and Federal regulations, statutes, and case law regarding child support, and disseminates this information to staff personnel;
- Advises Department about legal and policy questions involving computer operations within the Department;
- Appears at court hearings, as required, on behalf of the department; prepares legal proceedings and papers required in connection with trials, hearing and other legal proceedings;
- Deals with the public on legal issues that cannot be resolved by subordinates;
- May function as a liaison between the County, courts, and other public agencies on legal issues relating to child support;
- Performs other related duties as required.

TYPICAL QUALIFICATIONS

These are entrance requirements and do not assure continuance in the process.

EDUCATION, TRAINING, and EXPERIENCE

Progressively responsible experience in child support law and personnel management that would normally be obtained by a minimum of five (5) years of administrative or management experience related to child support law and personnel management in a private or public legal office.

NECESSARY SPECIAL REQUIREMENTS

Must be licensed by the California State Bar Association.

Possession of and the ability to maintain a valid California driver license.

Incumbents must obtain and maintain Federal Bureau of Investigation (FBI) and Department of Justice (DOJ) clearance as a condition of employment.

Experience:

- Presenting civil court cases related to California Family Law and Child Support;
- Managing staff including supervising, interviewing, training, evaluating performance and disciplining;
- Conducting legal research to analyze and apply legal principles and precedents to complex legal problems;
- Supporting an environment to achieve a diverse and inclusive culture.

Intermediate proficiency in Microsoft Word, Excel, PowerPoint and Outlook.

Excellent written communication skills must be demonstrated in the completion of the resume and cover letter.

DESIRED

Experience within a LCSA DCSS operations regulated by Title IV-D program.

Supplemental Information

County ordinance provides that County attorneys may not engage in the private practice of law.

Knowledge, Skills, and Abilities

Comprehensive knowledge of:

- Child Support program at the federal, state and local level;
- Program and personnel management practices including staff development, supervision, interviewing, selecting, training, evaluating, promoting, and discipline;
- Professional ethics and legal principles and professional rules of conduct;
- Rules of evidence and the conduct of court proceedings;
- Legal research methods;
- Computer operations necessary to maintain records and reports within the Department;
- Local, State and Federal local laws, rules, and regulations governing the Department of Child Support Services;
- Civil and criminal codes related to California family law;
- Administrative law and procedures relative to Family Law and Child Support;
- Principles and practices of administration, organization and management;
- Program and personnel management practices including staff development, supervision, interviewing, selecting, training, evaluating, promoting, and discipline.

Intermediate proficiency in Microsoft Office Suite, specifically Word, Excel, PowerPoint, and Outlook.

Skills to:

- Present statements of law, facts, and arguments clearly, logically and forcefully, both in written and oral form;
- Analyze financial case management information and determine appropriate actions;
- Participate and provide feedback in the budget process;
- Effectively present and manage court cases including trials;
- Communicate effectively both orally and in writing.

Comprehensive ability to:

- Analyze and apply legal principles, practices and precedents to complex legal problems;
- Establish and maintain effective working relationships with custodial and non-custodial parents, members of the legal profession, public officials at all organizational levels, and the general public;
- Plan, organize, coordinate, and direct the work of others within the Legal Unit;
- Exhibit strong administrative, organizational, and managerial aptitude;
- Maintain confidentiality and objectivity;
- Exercise sound independent judgment within policy, guidelines, and provide appropriate recommendations to resolve complex management issues;
- Organize and manage time and staff, and work effectively in a fast-paced environment;
- Demonstrate and maintain a high degree of initiative, maturity, integrity, loyalty, accountability and good judgment;
- Work independently and within various team settings;
- Maintain the County's commitment to provide excellent customer service.

RECRUITMENT PROCESS

To apply for this exceptional career opportunity, please send **a resume and a cover letter** which demonstrates your progressively responsible experience in child support law and personnel management in a private or public legal office. Include your experience in LCSA DCSS operations regulated by Title IV-D program, presenting civil court cases related to California Family Law and Child Support, managing staff including supervising, interviewing, training, evaluating performance and disciplining, and conducting legal research to analyze and apply legal principles and precedents to complex legal problems. Must be licensed by the California State Bar Association and possess and maintain a valid California driver license.

Submit in one of the following ways:

- E-mail to: Katie.reynolds@ventura.org;
- Mail to:

Katie Reynolds, Personnel Analyst
County of Ventura, Human Resources
800 South Victoria Avenue, L-1970
Ventura, CA 93009; OR

- Submit an on-line application and attachments (resume and cover letter) at www.ventura.org/jobs.

RESUME EVALUATION

All resumes will be reviewed weekly beginning March 16, 2020, to determine if the stated requirements are met. All relevant work experience, training and education need to be included to determine eligibility.

INTERVIEW PROCESS

Following a structured evaluation of the resumes, the most qualified candidates will be invited to a panel interview. The top candidates, as determined by the panel, will then be invited to a second interview with the Director and Assistant Director of the Department of Child Support Services and other County executive management. The interviews may be consolidated into one process or expanded into multiple interviews contingent upon the size and quantity of the candidate pool.

BACKGROUND INVESTIGATION

The selected candidate may be subjected to a thorough background investigation which may include inquiry into past employment, education, criminal background information, and driving record. In addition, the successful candidate may be subjected to Live Scan fingerprinting, and clearance through the Federal Bureau of Investigation (FBI) and Department of Justice (DOJ) clearance.

For further information about this recruitment, please contact Katie Reynolds by e-mail at katie.reynolds@ventura.org or by telephone at (805) 654-2563.