



The Clark County District Attorney's Office is pleased to announce the following vacancy:

## **DIRECTOR DA FAMILY SUPPORT**

EXEMPT APPOINTED POSITION

Bargaining Unit: M-PLAN (CAT 1)

**OPENING DATE:** February 22, 2021  
**CLOSING DATE:** March 5, 2021

**TO APPLY FOR THIS POSITION** Email your cover letter and resume, prior to the closing date, to: [DAJobs@ClarkCountyDA.com](mailto:DAJobs@ClarkCountyDA.com). Include your current State Bar number in your cover letter.

### **SALARY RANGE\*:**

\$56.92 - \$88.24 Hourly | \$4,553.60 - \$7,059.20 Biweekly | \$9,866.13 - \$15,294.93 Monthly | \$118,393.60 - \$183,539.20 Annually

\*based on a 40/hour week. The County is currently working 38/hour weeks and employees are compensated accordingly

### **JOB SUMMARY:**

Assists the District Attorney by planning, administering and directing all phases of the Family Support Division in the District Attorney's Office. Develops and implements a comprehensive child/family support program of services available to the community pursuant to state, federal and local laws and regulations, and pursuant to Inter-local Agreement with the State of Nevada Department of Welfare and Social Services. This position reports directly to the District Attorney unless otherwise directed by the District Attorney in his or her discretion.

### **CLASS CHARACTERISTICS:**

This class is responsible for supervising a major division of the District Attorney's Office through subordinate management and supervisory staff that is responsible for providing child/family support services to children and families, specifically establishing legal paternity for non-marital children, establishing and enforcing child support orders, and locating noncustodial parents including conducting legal research and court litigation in the prosecution of legal cases related to child support orders. This class has the responsibility for providing direction of a variety of operational units through subordinate management and supervisory staff required for the establishment and enforcement of child support orders in accordance with state and federal laws. The work includes such management functions as developing and implementing departmental processes, policies and procedures; developing and administering the annual state and county budgets; management of integration of computerized systems; investigations; coordination with legal staff and agencies within and outside the State of Nevada. This class is distinguished from other senior management classes within the legal field in that the responsibilities relate specifically to the enforcement of child support laws and regulations.

### **MINIMUM REQUIREMENTS:**

Education and Experience: Possession of a certification of admission to the Bar of the State of Nevada and eligibility to practice law before the courts of the State of Nevada OR bar admission from another state accompanied with a certificate of good standing from that state bar, provided the applicant becomes a member of the State Bar of Nevada in good standing within 2 years from the start of employment AND six (6) years senior management experience in one or more elements of a comprehensive family support system in a setting directly related to child support issues and regulations. Possession of advanced degree in appropriate field desirable. Equivalent combination of formal education and appropriate related experience may be considered. Background Investigation: Employment is contingent upon successful completion of a background investigation. Periodically after employment background investigations may be conducted. Pre-Employment Drug Testing: Employment is contingent upon the results of a preemployment drug examination. EXAMPLES OF DUTIES: Assists the District Attorney by providing direction and management of the Family Support Division of the Office of the District Attorney. Supervises attorneys and ongoing training of existing attorneys and all other professional, technical and office support staff indirectly through subordinate managers and supervisors. Assists in the coordination of the activities of the Division with those of the Family Court. Coordinates the Division's activities in the various courts in the State of Nevada. Searches for, interprets and applies laws and court decisions in preparation of briefs and pleadings in connection with suits, trials, evidentiary hearings and other legal proceedings. Monitors and interprets changes in laws, regulations, and legal proceedings related to child support and family law and evaluates the impact of the changes on the Division. Confers with and advises County officials, employees, and representatives on legal questions. Develops and directs the implementation of goals, objectives, policies and procedures, and work performance standards that lead to successful continuous progress to fulfilling the organization's mission, vision and purpose, along with annual goals based on state and federal performance requirements. Evaluates operational performance and develops and implements changes in work processes to improve the effectiveness and efficiency of programs in order to achieve organizational goals. Ensures the Division is managed in a fiscally sound manner that focuses on the providing of child/family support services in compliance with State and Federal laws, regulations and requirements. Directs the preparation and administration of the department's budget; ensures the department is managed in a fiscally sound manner that focuses on client services. Plans, organizes, administers, reviews and evaluates the activities of professional, technical and office support staff through subordinate level supervisors. Contributes to the overall quality of the department's service provision by ensuring appropriate levels of staffing and financial support. Ensures the department's actions are fair, responsible, timely and service-oriented. Evaluates programs and program workloads, assessing program accomplishments and needs, and makes recommendations for improvement. Confers and maintains liaison with County management regarding major departmental activities or challenges. Confers and coordinates departmental activities to ensure that resources are appropriately utilized and that all clients receive the most effective provision of service. Establishes and maintains relations with officials and representatives from Family Support divisions in other cities, counties and states. Provides for program development and implementation, ensuring compliance with Federal and State Statutes and County Ordinances. Ensures the department communicates well with employees and community partners. Directs the selection of staff and provides for their training and professional development; nourishes employee growth and cultural diversity. Interprets and explains County and Department policies and procedures. Creates and maintains a working climate that helps employees achieve professionalism, excellence in performance and service to the public, and invites high morale. Ensures employees receive needed training, and oversees their productivity and discipline. Reviews the most complex or sensitive cases or complaints. May preside at hearings or conduct investigations as appropriate; makes determinations and resolves problems or complaints. Directs the conduct of analytical studies; develops and reviews reports of findings, alternatives and recommendations. Directs the maintenance of accurate records and files. Prepares and directs the preparation of a variety of written correspondence, reports, procedures and other

written materials. Monitors developments, legislation and funding source availability related to child support; evaluates their impact on County operations and recommends and implements necessary policy and procedural changes. Uses standard office equipment, including a computer, in the course of their work; may drive a motor vehicle or arrange for appropriate transportation to and from various job sites and other County locations in order to attend meetings, respond to incidents and conduct other department and County business. PHYSICAL

**DEMANDS:**

Mobility to work in a typical office setting, use standard office equipment, and to drive a motor vehicle in order to attend meetings or be capable of traveling to various locations and offices throughout the State and County; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**KNOWLEDGE, SKILLS & ABILITIES:**

**Knowledge of:** The common law and of the State and Federal laws, regulations, legal practices, and procedures, especially as relates to Child/Family Support; principles, methods, materials and practices of legal research, along with knowledge of the effective techniques in the presentation of cases in court; principles, practices and resources for the provision of family/child support services in an urban community, principles and practices of case management; socioeconomic, cultural and community factors related to the provision of family/child support services; development and administration of grants and alternative funding sources and their requirements for the family/child support program; social, psychological and economic factors and trends affecting families; principles and practices of supervision and management, including change management; administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees through multiple levels of supervision; principles and practices of budget development and administration; principles and techniques of making effective oral presentations; techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, often in stressful situations; principles and practices of developing teams, motivating employees and managing in a team environment.

**Skills in:** Managing, leading, and directing an agency/division through significant organizational changes and transition. Planning, organizing and administering a comprehensive family/child support system which includes services to the public as well as child/family support court services; administering programs and staff through multiple levels of supervision; negotiating service agreements and contracts; developing and implementing goals, objectives, policies and effective casework procedures and work standards; developing effective work teams and leading individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner; interpreting, applying and explaining complex federal, state and local laws related to the areas of responsibility; preparing clear and concise reports, correspondence and other written materials; using initiative and independent judgment within general policy guidelines; making effective oral presentations; dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.

SALARY SCHEDULE: A38