



San Bernardino County invites application for the position of

## Child Support Attorney II/III

Job Number: 23-19789-01

### **SALARY**

\$45.01 - \$57.97 Hourly    \$7,801.73 - \$10,048.13 Monthly    \$93,620.80 - \$120,577.60  
Annually

**APPLY BY:** Continuous

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

### **THE POSITION**

**MAKING A POSITIVE DIFFERENCE IN THE LIVES OF CHILDREN!**



**Anticipated Salary Increase of 3% effective July 29, 2023\***

**Are you looking for a rewarding career that gives back to the community?**

The **Department of Child Support Services (DCSS)** is recruiting for **Child Support Attorneys**. Each year our Child Support Professionals work with thousands of parents in San Bernardino County to help the children in our community receive the monetary support needed to thrive and prosper. Our mission is to partner with parents and the community in delivering reliable child support services, and each day presents a unique opportunity to make a positive difference in the lives of children. In our organization, we have a strong commitment to excellence and value integrity, innovation, transparency, and an environment of trust and respect. The leadership is committed to a strengths-based approach to employee development by focusing on leveraging natural talents and abilities.

***One position will be specifically assigned to the Victorville branch and other positions may be assigned to any of the following branch locations: Loma Linda, Ontario, or Victorville.***

Child Support Attorney II is the journey level class in the Child Support Attorney Series, offering an exciting opportunity for a challenging career in family law and civil litigation. Attorneys in this class are assigned cases requiring specific legal experience and demonstrated ability to effectively perform a range of legal work in the field of child support and related areas including establishing and enforcing child support obligations.

Child Support Attorney III incumbents are assigned difficult cases, which require the use of independent judgment and demonstrated ability to effectively perform the complete range of legal work in the field of child support with a minimum of supervision. Incumbents are expected to assist lower level attorneys in preparation and presentation of cases.

**Initial Appointment**

Your application will be reviewed for eligibility for both levels within the Child Support Attorney Series. Job offers for the initial appointment may be made at either level based on qualifications and department needs. Candidates will advance within the series in accordance with criteria established in the [MOU](#) (see page 58 & 59),

**\*Please Note: Salary posted is the range for the series. Please see job description and salary for each level below:**

[Child Support Attorney II](#)  
\$93,620.80 - 107,640.00 Annually

[Child Support Attorney III](#)  
\$104,540.80 - \$120,577.60 Annually

Applications are also being accepted for [Child Support Attorney I](#), which requires a separate application. Applicants are encouraged to view and apply as appropriate.

Click [HERE](#) to learn more about why you should join our team to make a positive difference!

To learn more about the Department of Child Support Services click [here](#).

*\*Salary increases contingent upon assessed values for prior fiscal year.*

## Two Excellent Benefit Options

Both Benefit Options Include:	Traditional Benefit Option (TBO)	Modified Benefit Option (MBO)
<ul style="list-style-type: none"> <li>• <b>Medical, Dental, Vision</b></li> <li>• Health benefits and subsidy to offset the cost of insurance premiums: medical and dental</li> <li>• Paid vision (Employee Coverage)</li> <li>• Employer paid life insurance - \$50,000</li> <li>• <b>Retirement Plans – Generous pension benefits</b> <ul style="list-style-type: none"> <li>• Eligible to participate in 457(b) Deferred Compensation Plan</li> <li>• Vested after five years of service – eligible to receive lifetime retirement benefits</li> <li>• Retirement Medical Trust</li> </ul> </li> <li>• Dependent Care Assistance Plan</li> <li>• Annual Tuition reimbursement of \$400 (see MOU)</li> <li>• Tuition Loan Repayment up to \$10,000 (see MOU)</li> <li>• Paid renewal of CA State Bar membership.</li> </ul>	<p><i>Select a Traditional Benefit Option and receive:</i></p> <ul style="list-style-type: none"> <li>• Up to 4 weeks accruable paid Vacation time</li> <li>• 80 hours of Attorney Leave</li> <li>• 11 days paid Sick Leave with unlimited accrual</li> <li>• 14 paid Holidays</li> <li>• 16 hours of paid Perfect Attendance Leave</li> <li>• Flexible Spending Account (FSA) (BlueShield Access+ or Kaiser Choice plan enrollees eligible for a match up to \$10 per pay period.)</li> <li>• Higher Premium Subsidy</li> </ul>	<p><i>Select a Modified Benefit Option and receive:</i></p> <ul style="list-style-type: none"> <li>• Paid Time Off (PTO)- can be used for vacation, illness or any other personal use</li> <li>• 80 hours of Attorney Leave</li> <li>• 13 paid Holidays</li> <li>• An additional <b>\$2 per hour</b> above base rate for all paid hours at the I/II/III Level (<b>\$3.50 per hour at the IV level</b>)</li> <li>• Flexible Spending Account (FSA) w/ up to \$25 per pay period County Match (Bronze PPO plan must be selected)</li> </ul>

For additional benefits and details click this image.

### VICTORVILLE ASSIGNMENT INCENTIVE

Candidates assigned to the Victorville offices may be eligible to receive an additional incentive of up to \$2500. (**\$1500 upon hire and an additional \$1000 upon completion of 2080 hours at the remote location.**)\*

### ANNUAL TUITION REIMBURSEMENT/TUITION LOAN REPAYMENT ASSISTANCE

The County offers an annual reimbursement of up to \$400 of tuition costs per year. Employees with 2 or more years of services may be eligible for tuition loan repayment up to a maximum of \$10,000 depending on years of continuous service.\*

**\*See Attorney MOU** for details and criteria.

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To learn more about the Department of Child Support Services click [here](#).

## **CONDITIONS OF EMPLOYMENT**

**Background:** Applicants must pass a background investigation, including DOJ/FBI clearance, prior to appointment.

**California Bar Membership:** Applicants must possess and maintain active membership in the California Bar Association throughout County employment.

**Work Assignment:** Applicants must be willing to accept assignment, as needed, to any of the branch offices, which are located in Loma Linda, Ontario, and Victorville. Newly hired Child Support Attorneys II/III will be assigned to a branch office as business needs dictate; however, geographic preference will be taken into consideration whenever possible.

**Travel:** Travel throughout the County may be required. Employees may occasionally be required to make provisions for transportation (mileage reimbursement is available at current IRS rates). At the time of hire, a valid California Class C driver license and proof of automobile liability insurance must be produced and maintained by the individual providing the transportation.

**Promotion:** Incumbents in the Child Support Attorney II class are eligible for promotion to Child Support Attorney III upon meeting the minimum requirements for the class and receiving a satisfactory work performance evaluation. Incumbents hired at, or promoted to, Child Support Attorney II must be promoted to Child Support Attorney III (Up to \$120,577.60 annually) within 36 months or employment will be terminated. Regular status can only be achieved at the Child Support Attorney III level.

## **MINIMUM REQUIREMENTS**

**California Bar Membership:** Must possess and maintain active membership in the California Bar Association. *Candidates must clearly indicate their membership status on the Supplemental Questionnaire for Child Support Attorney II/III.*

**-AND-**

### **Experience:**

**Child Support Attorney II:** One (1) year of Child Support enforcement litigation experience **OR** two (2) years of family law experience as a practicing attorney.

**Child Support Attorney III:** Two (2) years of Child Support enforcement litigation experience **OR** three (3) years of family law experience as a practicing attorney.

## **DESIRED QUALIFICATIONS**

The ideal candidate will have excellent customer service and interpersonal skills that will promote a positive work environment, as well as beneficial interactions with parents, families, and the community in which they serve. The ideal candidate will also have effective oral communication and/or public speaking skills.

## **SELECTION PROCESS**

**Examination Procedure:**

There will be a **competitive evaluation of qualifications** based on a review of the Application and Supplemental Questionnaire; therefore it is to your advantage to provide as much relevant and detailed work experience as possible, *as **resumes will not be reviewed in lieu of the application materials.***

**Application Procedure:**

Complete and submit the online employment application and supplemental questionnaire as soon as possible as this recruitment may close at any time.

To ensure timely and successful submission of your online application, please allow ample time to complete and submit your application before the posted filing deadline. Applicants will be automatically logged-out if they have not submitted the application and all required materials prior to the posted deadline. Once your application has been successfully submitted, you will receive an onscreen confirmation and an email. We recommend that you save and/or print these for your records. *Please note, if you do not receive an onscreen confirmation and an email acknowledging our receipt of your application we have not received your application.*

If you require **technical assistance**, please click [HERE](#) to review the Government Jobs [online application guide](#), or contact their Toll-Free Applicant Support line at (855) 524-5627. Please note that Human Resources is not responsible for any issues or delays caused by the internet connection, computer or browser used to submit the application.

**All communications regarding the remainder of the selection process will be via email.** Please be sure the email provided on this application is always current; it is your responsibility to update your personal information. Update your Spam, Junk, Bulk and Firewall settings as needed to ensure that you receive all information pertaining to this recruitment.

**EEO/ADA:** San Bernardino County is an **Equal Employment Opportunity (EEO)** and Americans with Disabilities Act (ADA) compliant employer, committed to providing equal employment opportunity to all employees and applicants.

**ADA Accommodation:** If you have a disability and require accommodations in the testing process, submit the **Special Testing Accommodations Request Form** within one week of a recruitment filing deadline.

**Veterans' Preference:** Eligible veterans and their spouse or widow(er) who are not current County employees may be awarded additional Veterans' Preference points. Click [here](#) for information and instructions to request Veteran's Preference points.

[Please click HERE for important Applicant Information and the County Employment Process.](#)

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

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

175 West Fifth Street, 1st Floor, San Bernardino, CA 92415  
An Equal Employment Opportunity and ADA Compliant Employer

**Issue Date:** 1/1/23 GM

**Child Support Attorney II/III Supplemental Questionnaire**

1. Specify the Level(s) for which you wish to be considered

- Child Support Attorney II
- Child Support Attorney III
- \* 2. **California State Bar Membership Status:** Do you hold a membership to the California State Bar?
  - Yes    No
- \* 3. **California State Bar Membership Status:** If you hold a membership to the California State Bar, please indicate your membership status below.
  - Active
  - Inactive
  - Inactive/Good Standing
  - CA Bar/Results/License Pending
  - None of the above
- \* 4. **California State Bar License Number:** If none, indicate "N/A".
- \* 5. **California State Bar Admittance/Expiration Date:** If none, indicate "N/A".
- \* 6. **INSTRUCTIONS:** The information on the Application and your responses to the following Supplemental Questions will be used in a **competitive evaluation**. Accurate responses should be provided for each question, and **all experience must be clearly detailed in the work experience section of your application** in order to ensure qualifications are properly considered. (Do not refer to resume.)
  - I have read and understand the above statement.
- \* 7. **Qualifications:** Indicate the option to which you meet the minimum requirements.
  - One (1) year of Child Support enforcement litigation experience OR two (2) years of family law experience as a practicing attorney.
  - Two (2) years of Child Support enforcement litigation experience OR three (3) years of family law experience as a practicing attorney. California Bar Membership.
  - None of the above.
- \* 8. Briefly describe any **legal related** trainings, seminars, or special courses you have completed that will enhance your skills as a Child Support Attorney. Include in your response the name of the employer(s) and dates of employment where gained. If you have not completed this type of training, seminar, or course, indicate "N/A".
- \* 9. Briefly describe any **child support** trainings, seminars, or special courses you have completed that will enhance your skills as a Child Support Attorney. Include in your response the name of the employer(s) and dates of employment where gained. If you have not completed this type of training, seminar, or course, indicate "N/A".
- \* 10. Briefly describe your experience with Child Support enforcement litigation and/or family law, with particular emphasis on law and motion practice. If no experience, indicate "N/A"
- \* 11. Attach or briefly describe a legal document you have personally drafted.
- \* 12. Briefly describe the various types of cases you have personally litigated. **Specify** the

extent of your participation, both in terms of brief preparation and oral argument.

If you do not have this type of experience, indicate "N/A".

- \* 13. Briefly describe the most difficult or complex child support or family law cases you have handled.
  
- \* 14. Briefly describe your **professional** (e.g., paralegal/law clerk, office manager, etc.) and/or **non-professional** e.g., clerical, food service, retail sales, grocery cashier/clerk, greeter, etc.) work experience interacting with the public while providing a service. Provide a brief description of the organization(s), your role, and specific examples of how you explained and/or promoted the service of your organization.

**Example:** Associate for retail sales organization, Target Corporation: worked as a front end cashier and runner to assist customers with purchases, locating merchandise, and answering questions when customers needed assistance. Provided excellent customer service in accordance with Target policies and procedures.

If you do not have any related experience, indicate "N/A" in the answer field.

- \* 15. Briefly discuss why you want to be a Child Support Attorney.
  
- \* 16. **Geographic Availability:** In the following three questions indicate where you are willing to accept a job. **It is to your advantage to make a minimum of two choices.** Job offers will be made in the order of your preference and current business needs. It is your responsibility to keep Human Resources informed of any changes to your address, phone number and availability status.  
**NOTES: 1)** Please ensure that your choices match your agency wide responses for geographic location availability. **2)** Refusing a job offer for the geographic locations indicated below, will result in removal from the eligible list and consideration for future vacancies while the list remains active.

I understand the above statement.

- \* 17. **Location:** Must be available to work **ALL LOCATIONS** (Loma Linda, Ontario, and Victorville). **Note:** if you do not indicate availability for all locations, your application will be disqualified.

Yes, I am available to work all locations (Loma Linda, Ontario, and Victorville),

No, I am not available to work all locations.

- \* 18. **Geographic Availability:** My **first** choice is:

Loma Linda

Ontario

Victorville

- 19. **Geographic Availability:** My **second** choice is:

Loma Linda

Ontario

Victorville

None

- \* 20. **Geographic Availability:** My **third** choice is:

Loma Linda

Ontario

Victorville

None

- \* 21. **Applicant Acknowledgement - Notification via email:** As part of our efforts to increase efficiency and promote conservation of resources, human resources uses email to communicate with applicants. Therefore, all future communications regarding this recruitment, including applicant status and testing notifications, will be made via email. Each applicant needs their own email address. We strongly encourage you, as an applicant, to ensure that the email address you have provided us with your application is current, secure, confidential, and readily accessible to you. Adjust Spam and/or other filters so that our emails are accepted. Please carefully read any notices that we send you and follow any instructions provided in a timely manner. *We will not be responsible in any way if you do not receive our emails (i.e., for the non-delivery of our emails or if you fail to check your e-mail on a timely basis).*

I acknowledge that I have read, understood, and agree to the above.

- \* 22. **Applicant Acknowledgement - Application Complete:** Thank you for taking the time to complete this application and supplemental questionnaire. Please be sure to review all information provided prior to submitting it as you cannot update or revise it once submitted. Your submitted application will be reviewed and evaluated as is. Please do not refer to a resume or other documentation in lieu of completing the employment history section or responding to the supplemental questions; they will not be reviewed or considered.

Once your application has been successfully submitted, you will receive an onscreen confirmation and an email confirmation will be sent to the email address listed on your application. We recommend that you save and/or print these for your records. *Please note: if you do not receive an onscreen confirmation and an email acknowledging our receipt of your application, we have not received your application.*

I acknowledge that I have reviewed my application and understand that I will not be able to update or revise any part of it once submitted.

- \* 23. **\*\*ATTENTION GMAIL USERS\*\***

We have become aware of an increase in Gmail's spam filter sensitivity. Due to this change, it is possible that emails coming from San Bernardino County Human Resources may be marked as spam and will not make it into your Gmail inbox.

For your convenience, the attached PDF document contains a step-by-step guide to create and apply filters within Gmail. Click this link to [download the PDF file](#). Once downloaded, follow the instructions so that you will receive future emails from San Bernardino County Human Resources.

**Note:** If you apply the filters and still do not receive emails from San Bernardino County Human Resources you can check your [www.governmentjobs.com](http://www.governmentjobs.com) (Neogov) account inbox. All notifications will appear there.

I understand

- \* 24. Briefly describe the most difficult or complex child support or family law cases you have handled.

If you do not have this type of experience, indicate "N/A".

- \* Required Question