

MONTGOMERY COUNTY CLASSIFICATION SPECIFICATION: July 2004	CLASS TITLE: CHILD SUPPORT ATTORNEY	CODE: 63416
	MAJOR AGENCIES: BCC	PAGE <u>1</u> OF <u>2</u>

CLASS CONCEPT: The Child Support Attorney is responsible for conducting administrative hearings to determine paternity and child support obligations, administrative reviews (mistake of fact and review & adjustment of support orders) in accordance with applicable state statutes and policies. Positions in this class preside over hearings, deliberate and render written administrative decisions which affirm, reverse or modify existing decisions made by the child support enforcement agency. The Child Support Attorney ensures due process protections and a consistent application of the child support administrative rules.

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	<p>Conducts administrative child support hearings: paternity and support obligations, administrative mistake of fact, and administrative review & adjustment of support orders in accordance with applicable state statutes and policies, serves as staff attorney, provides legal services for the Child Support Enforcement Agency including but not limited to the following: conducts legal research and renders legal opinions, reviews support cases and determines appropriate action, represents Montgomery County in administrative proceedings, ensures due process protections and a consistent application of child support administrative rules.</p> <p>(Performs Related Duties As Required)</p>	<p><u>Knowledge of:</u> 11b (human relations), 13 (office practices and procedures), 14 (government structure & process – county child support hearings & legal processes), 15 (counseling), 16 (interviewing), 21 (social sciences – social welfare issues), 23 (law-local, state and federal laws, rules and regulations pertaining to child care & support); <u>Skill in:</u> 29 (equipment operation-personal computer), <u>Ability to:</u> 30h (apply principles to solve practical everyday problems), 30k (understand practical field of study-business administration), 30l (define problems, collect data, establish facts and draw valid conclusions), 30m (interpret extensive variety of technical material in books, journals and manuals), 30n (deal with some abstract but mostly concrete variables), 30o (understand somewhat abstract field of study e.g. law), 30q (understand most difficult classes of concept), 30r (deal with many variables & determine specific action); 31b (read, copy & record figures accurately), 32i (complete routine forms), 32j (maintain accurate records), 32m (interview job applicants effectively), 32o (prepare meaningful, concise and accurate reports), 32p (proofread technical materials, recognize errors and make corrections), 32q (use proper research methods in gathering data), 32r (prepare and deliver speeches before specialized audiences and general public), 32s (write &/or edit articles for publication), 32u (develop complex reports and position papers), 32y</p> <p>(*Developed After Employment)</p>

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: (Including License, If Any) Admission to the Ohio Bar per Section 4702.01 of the Ohio Revised Code	TRAINING & DEVELOPMENT: License must be maintained
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CLASS CONCEPT:

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2	Completes case documentation on all action taken including any follow-up on any information needed from outside sources, maintains statistics and prepares necessary reports when required. (Performs Related Duties As Required)	(comprehend & discuss highly abstract materials), 33e (gather, collect & classify information about data, people or things), 34f (handle sensitive inquiries from & contracts with officials & general public). <u>Knowledge of:</u> 11b, 13, 14, 15, 16, 21, 23; <u>Skill in:</u> 29, <u>Ability to:</u> 30h, 30k, 30l, 30m, 30n, 30o, 30q, 30r, 31b, 32i, 32j, 32o, 32p, 32q, 32r, 32s, 32u, 32y, 33e, 34f. (*Developed After Employment)

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: (Including License, If Any) (Other Evidences May Be Substituted)	TRAINING & DEVELOPMENT:
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