



California Department of Child Support Services



**Deputy Director, Office of Legal Services
Exempt Appointment**

***Monthly Salary Range - \$9,500 - \$12,500
*(Pending Appropriate Approvals)**

Final Filing Date: July 16, 2008 by 4:30 p.m.

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. It is the objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

Under the general direction of the Directorate, the Deputy Director, Office of Legal Services, will serve as the Department's Chief Counsel, providing oral and written legal advice on administrative or legislative actions relevant to the Department of Child Support Services. The Chief Counsel plans, organizes and directs the work of the Office of Legal Services staff and has management oversight of special projects and activities, the state hearing process, and the legal functions of attorneys in the local child support agencies. As a member of the Executive staff, the Deputy Director identifies issues, formulates policy and develops legal strategies to best meet program objectives; reviews and assists in the development of regulations and legislation; and manages the relationship between the local child support agencies and the courts by serving as Department liaison to the Administrative Office of the Courts. The incumbent is responsible for administering all legal aspects of the child support program at the state and local level.

DESIRABLE QUALIFICATIONS:

- Broad and extensive legal education, experience and training.
- Ability to perform high administrative and management functions effectively.
- Extensive administrative experience operating a unit of government and/or managing and developing a program area.
- Knowledge and experience in staff management, principles of organization, customer service, fiscal and personnel management, and equal employment concepts.
- Knowledge of legal principles and their application to the child support program; legal research methods; court procedures; and provisions of the Family Code and Welfare and Institutions Code.
- Skill and ability to communicate clearly and effectively with department management and professional staff.
- Administrative experience dealing with the Governor's Office, the Legislature, and other high level State, Federal and local officials.

How to Apply: Interested candidates please submit:

- A completed Standard State Application (Form 678). **Please indicate “Exempt” Deputy Director, Office of Legal Services position on the application.**
- A “Statement of Qualifications”. The Statement is a narrative discussion of how the candidate’s education, training, experience, and skills meet the desirable qualifications and qualify them for the position. The Statement should be no more than two pages in length.

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Filing Instructions:

Applications and Statements of Qualifications must be submitted by **4:30 p.m. by the final filing date** to:

CHILD SUPPORT SERVICES, DEPARTMENT OF, Human Services Section
P.O. Box 419064 – MS 25, Rancho Cordova, CA 95741-9064
Sharon Marquez/916-464-3867
Sharon.marquez@dcss.ca.gov

Applications **may** be filed in person at 11150 International Drive, 2nd Floor, Rancho Cordova.