



COUNTY of VENTURA
Invites Applications For

MANAGING ATTORNEY

Annual Base Salary up to \$276,559.07*

**Eligible for up to a 5% educational incentive*

About DCSS

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.



What We Offer

The County of Ventura offers an attractive compensation and benefits package. The salary range for this position is \$197,522.83 - \$276,559.07 annually. The employee appointed to this position will also be eligible for the following:

- **Educational Incentive** - An educational incentive of 5% for completion of a graduate degree.
- **Bilingual Incentive** - Eligibility based upon operational needs and certification skill
- **Executive Annual Leave** - 248 hours per year, 288 hours after 5 years of service, to 328 hours after 10 years of service, and to 368 hours after 15 years of service. Credit for prior public service may be considered.
- **Annual Leave Redemption** - Redeem up to 100 hours of Annual Leave per year accrued in the same year after using 80 hours within the prior 12 months.
- **Deferred Compensation** - Participation in 401(k) Shared Savings Plan and/or the Section 457 Plan with up to a 3% match on your 401(k) contributions. Annually in the third pay period of each year, employees eligible under Sec.1907 of the Management Resolution will receive two percent (2%) of their annualized compensation as a contribution towards their 401(k) account.
- **Health Insurance Plans** - Medical, dental, and vision plans for you and your dependents. A flexible credit allowance of up to \$26,626.86 annually.
- **Flexible Spending Accounts** - Increase your spending power by reimbursement with pre-taxed dollars for IRS-approved dependent care and health care expenses.
- **Pension Plan** - Both the County and employees contribute to the County's Retirement Plan and to Social Security. If eligible, reciprocity may be established with other public retirement systems, such as PERS.
- **Holidays** - 13 paid days per year including one annual floating holiday.
- **Additional Benefits** - County-paid membership in professional organizations related to position, Disability Plans, Employee Assistance Program, Life Insurance, Tuition Reimbursement, and Wellness Program.

About 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).

The Managing Attorney is an At-Will classification that is exempt from the provision of the Civil Service Ordinance.

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 duties as assigned.

Typical Qualifications

These are entrance requirements to the recruitment process and assure neither continuance in the process nor an invitation to an interview.

Education/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.
- 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.

Recruitment Process

RESUME/APPLICATION EVALUATION:

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
- Conducting legal research to analyze and apply legal principles and precedents to complex legal problems.

If interested, submit an online application at <https://www.venturacounty.gov/jobs> and attach your current resume and cover letter.

OR

Email your resume to lorin.calderon@venturacounty.gov

RESUME EVALUATION

All resumes will be reviewed weekly beginning July 28, 2026 to determine if the stated requirements are met.

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 Lorin Calderon by e-mail at lorin.calderon@venturacounty.gov or by telephone at (805) 654-2959.