**FAYETTE COUNTY ATTORNEY’S OFFICE**

201 E. Main Street, Suite 600

Lexington, KY 40507

**Job Title: Assistant County Attorney, Child Support Division**

Status: Full-time Position

Reports to the Director of Child Support

**ESSENTIAL FUNCTIONS:**

Represent the County Attorney’s Office in all aspects of child support case prosecution, in and out of Family Court, including but not limited to preparation of cases, legal research, motion practice, hearings and appeals.

Manage a voluminous caseload and provide guidance to caseworkers

Meet with custodial and non-custodial parents and other witnesses to initiate and negotiate cases, and prepare for weekly court appearances, hearings and trials

Respond timely to motions filed by defense attorneys

Follow office guidelines and policies developed by the office

Performs all related work as requested by the Director of Child Support, First Assistant County Attorney, and the County Attorney

**SKILLS & ABILITIES:**

Must be a mentally and emotionally mature individual with initiative, and dedication to excellent customer service. Must have the ability to effectively maintain a high-volume caseload, work well with the public in a professional manner with respect, patience, and understanding. Strong interpersonal, customer service, and communication skills are required. The ideal candidate exhibits the ability to work well in a team setting and individually.

**MINIMUM REQUIREMENTS:**

Juris Doctorate from an accredited law school

Admission and member in good standing of Kentucky Bar Association

Family law experience is a bonus

**The Fayette Attorney is an Equal Opportunity Employer**

Benefits:

* Insurance (dental, health, vision, life)
* Paid time off
* Retirement plan
* Bar dues and parking

Please submit resume and cover letter to:

Fayette County Attorney’s Office

201 E. Main Street, 6th Floor

Lexington KY 40507

[John.Hayne@fayettecountyattorney.com](mailto:John.Hayne@fayettecountyattorney.com)

Applications for this position will be accepted on an ongoing basis.