

TWENTY-SECOND JUDICIAL CIRCUIT OF MISSOURI
FAMILY COURT - JUVENILE DIVISION
920 N. Vandeventer
St. Louis, MO 63108

May 23, 2021

JOB OPENING

TITLE: STAFF ATTORNEY II-III

QUALIFICATIONS: Must possess a Juris Doctor or Bachelor of Law Degree and be a member of The Missouri Bar in good standing.

CLASS DEFINITION: Under general supervision by Chief Trial Attorney. Provides legal representation to the Juvenile Officer in any juvenile matter brought before the Court.

SALARY RANGE: Salary Range: \$62,946 - \$98,670
(City Paid Position) **Includes Full Benefit Package plus no cost retirement plan.**

RESIDENCY REQUIREMENTS: Each employee shall be required to present evidence that they are legally entitled to work in the United States.

CLOSING DATE: Resumes will be accepted until position is filled.

SEND RESUME AND ACADEMIC TRANSCRIPT WITH COVER LETTER

COVER LETTER: Cover letter must include applicant's daytime phone number along with expression of interest in this position as well as a description of educational and experience qualifications that make him/her a good fit for this position.

SEND TO: stl.resumes@courts.mo.gov

EOE
NO PHONE CALLS

See detailed job description below

**TWENTY-SECOND JUDICIAL CIRCUIT OF MISSOURI
FAMILY COURT - JUVENILE DIVISION**

JOB DESCRIPTION

DEPARTMENT: Legal

CLASS TITLE: Staff Attorney II-III

CLASS DEFINITION: Under general supervision by Chief Trial Attorney. Provides legal representation to the Juvenile Officer in any juvenile matter brought before the Court.

EXAMPLES OF ESSENTIAL DUTIES:

- * Provides legal review and screening of juvenile referrals for prosecutive merit; reviews intake decisions.
- * All phases of trial preparation, including drafting pleadings and motions, e-filing and interviewing, preparing for trial and subpoenaing of witnesses, victims, police officers, experts and other parties in person, in writing or over telephone.
- * Ensures thorough investigation of evidence by a Juvenile Division Investigator by observing and reviewing oral and written work.
- * Presents cases for trial as the petitioner, including direct, re-direct, cross-examinations, etc.
- * Writes legal briefs and makes oral appellant arguments when necessary.
- * Provides oral and written legal opinions on juvenile law and Court-related matters when requested.
- * Participates in Legal Department and Unit Meetings.
- * Represents the Juvenile Division in personnel matters when requested.
- * Uses computer and scanner to produce and efile standard petitions and motions.
- * Regular and prompt attendance is considered an essential function of this position.

- * Provides on-call coverage periodically on evenings and weekends via phone and at the office.
- * Provides training to Court personnel and allied professionals.
- * Maintains strict confidentiality in all cases.
- * Other duties as may be assigned.

KNOWLEDGE SKILLS AND ABILITIES: Thorough knowledge of the Juvenile Code and Missouri Supreme Court Rules. Cases may involve delinquency, child protection, Termination of Parental Rights, adoption and certification issues. Thorough knowledge of trial practices in Juvenile Law. Ability to analyze legal issues and the probable outcome of a case. Must have legal research and writing skills as well as both oral and written presentation skills. Thorough knowledge of criminal and family law. Good interviewing, communicating and writing skills are required. Strong computer skills.

MINIMUM QUALIFICATIONS AND REQUIREMENTS: Must possess a Juris Doctor or Bachelor of Law Degree and be a member of the The Missouri Bar in good standing.