

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

May 26, 2019

JOB OPENING

TITLE: INVESTIGATOR

QUALIFICATIONS: Must possess a Bachelor's Degree from an accredited college or three years experience in law enforcement or related field. Must have a valid driver's license, proof of liability insurance and an automobile that can be used on duty (mileage reimbursement is provided). Must be approved by REJIS to run record checks. Must be at least twenty-one years of age.

CLASS DEFINITION: Under general supervision of the Investigation Supervisor and day to day supervision of a staff attorney or the chief trial attorney on each case. Performs investigations on many of the different types of cases brought before the Juvenile Court, such as delinquency, care and protection, status offenses or Termination of Parental Rights. Position requires much interaction with parties outside of the Court and travel within the metropolitan area and other jurisdictions.

SALARY RANGE: Starting Salary: \$38,064
(City Paid Position) Salary Range: \$38,064 - \$56,888
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: Family Court Juvenile Division - Investigator
920 N. Vandeventer Ave.
St. Louis, MO 63108

Resumes will also be accepted via email to: stl.resumes@courts.mo.gov

EOE
NO PHONE CALLS

See detailed job description below

JOB DESCRIPTION

DEPARTMENT: Legal

CLASS TITLE: Investigator

CLASS DEFINITION: Under general supervision of the Investigation Supervisor and day to day supervision of a staff attorney or the chief trial attorney on each case. Performs investigations on many of the different types of cases brought before the Juvenile Court, such as delinquency, care and protection, status offenses or Termination of Parental Rights. Position requires much interaction with parties outside of the Court and travel within the metropolitan area and other jurisdictions.

EXAMPLES OF ESSENTIAL DUTIES:

- * Interviews, either in person, in writing or over the phone, victims, witnesses, police officers, doctors or other individuals regarding a case either at the Court building or in the field.
- * Reviews and obtains all relevant reports required for attorney preparation or introduction into evidence, such as police reports and photos, lab reports, medical records, etc.
- * Serves summonses and subpoenas in person where the person to be subpoenaed is located.
- * Prepares written investigation reports and documentation of investigatory actions.
- * Offers verbal and/or written testimony in Court regarding an investigation.
- * Makes verbal and/or written recommendations to attorneys regarding legal sufficiency of a case.
- * Searches for and locates witnesses or other parties.
- * Conducts record checks on NCIC, MULES, REJIS, Casenet and other computer databases.
- * Prepares written response to requests for discovery, subject to attorney approval.
- * Prepares property releases for evidence held by police.
- * Advises victim of their rights under the law.
- * Prepares victims and witnesses for court hearing.

- * Participates in Legal Department and Unit meetings.
- * Uses photocopy machine, fax machine, scanner and computers, including Microsoft Word.
- * Conducts pre-warrant investigations and makes recommendation to attorneys regarding legal sufficiency of a case.
- * Complies with the Court and Legal Department Policy and Procedures, and the Missouri Juvenile Officer Performance Standards.
- * Other duties as may be assigned.

KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of law enforcement and Children's Division investigations, Court procedures, elements of a crime and rules of evidence. Good knowledge of Interstate Compact. Ability to analyze facts gained in an investigation and apply those to decisions concerning how to proceed in a case. Considerable skill in locating missing persons. Some knowledge of hospital record rooms. Good written and oral communication skills.

MINIMUM QUALIFICATIONS AND REQUIREMENTS: Must possess a Bachelor's Degree from an accredited college or three years experience in law enforcement or related field. Must have a valid driver's license, proof of liability insurance and an automobile that can be used on duty (mileage reimbursement is provided). Must be approved by REJIS to run record checks. Must be at least twenty-one years of age.