

POSITION ANNOUNCEMENT
Family Court Legal Counsel II
11th Judicial Circuit, Family Court – Juvenile Division

Starting Salary: **\$57,162 (Pay Grade 13)** This is a full-time position which includes a full range of benefits including Paid Time Off, Extended Medical Leave, holidays, employee health, dental, life, disability and tuition assistance programs.

Purpose of Position: The Family Court Legal Counsel II supervises the Legal Department of the Juvenile Division of the Family Court and is responsible for preparing and litigating delinquency, status offenses, and child abuse and neglect cases referred to the Court. The Family Court Legal Counsel II also provides legal advice and services to the Family Court Administrator/ Juvenile Officer, staff of the Court Services and Juvenile Detention including, but not limited to, representation at trial and in all appellate matters. The position works under the direction of the Family Court Administrator.

Requirements: A Juris Doctorate degree from an accredited school of law and a license to practice law in the State of Missouri. Requires five years experience in the practice of law, preferably in the areas of juvenile and family law; or any combination of education and experience that provides equivalent knowledge, skills, and abilities. The position requires an ability to prepare a wide variety of legal documents and to conduct research and render legal opinions on a variety of topics. The Family Court Legal Counsel II shall have thorough knowledge of the following: Missouri statutes, in particular the Juvenile Code, criminal code, child abuse/neglect, permanency planning and interstate compact; and Supreme Court Rules, in particular rules of civil and criminal procedure and practice/procedure in Juvenile Court. The position requires knowledge of local Court policies and procedure, and average computer skills in data entry, word processing and modification of standardized forms as necessary. Must have and maintain a valid Driver's license and satisfactory driving record. Must meet the minimum age requirement of 21 years.

Must reside in St. Charles County continuously throughout employment with the Juvenile Division.

TO APPLY: All applications must be submitted, along with a resume', in person at the Juvenile Justice Center, 1700 S. River Road, 63303. Faxed or e-mailed applications will not be accepted.

To assure consideration, applications must be received by the close of business, 5:00 pm, on April 30, 2013

St. Charles County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. St. Charles County is a drug and alcohol free work place. A pre-employment drug screen is required for all positions.

AN EQUAL OPPORTUNITY EMPLOYER