

**Job Announcement  
35<sup>th</sup> Judicial Circuit  
Stoddard and Dunklin Counties**

Job Title: Legal Counsel/Chief Juvenile Officer

Location: Stoddard and Dunklin Counties

The 35<sup>th</sup> Judicial Circuit is seeking an attorney licensed to practice in the State of Missouri to assume the position of Chief Juvenile Officer.

**Definition of Work:**

This is highly responsible administrative and professional level work in the enforcement and administration of the juvenile justice activities for a judicial circuit within the State of Missouri. An employee in this position is vested with the statutory authority of a juvenile court officer to take charge of children who come within the jurisdiction of the juvenile or family court. An employee in this position is responsible for the daily operation and administration of a moderate sized juvenile office and/or detention center in a circuit, with supervision of 20-40 juvenile/family court staff. Work involves administration activities such as caseload management and distribution, administering staff disciplinary procedures, conducting performance evaluations and acting as chief public relations officer for the juvenile office and/or detention center. Work is performed under the direction of a higher level administrator or the judge of the juvenile or family court.

Additionally, this position will provide legal research and representation for a juvenile office in a multi-county circuit. Work involves litigating cases on behalf of the juvenile office; advising the juvenile office in matters of law and policy; reviewing proposed legislation for its impact on court procedure; and providing assistance in the interpretation of new legislation and making recommendations on implementation which may include new or revised court procedures. Work is performed under the general supervision of the juvenile judge or juvenile officer and is reviewed through conferences and written reports.

**Required Minimum Education and Experience**

Graduation from an accredited law school and six years of experience in the practice of law with at least two years of litigation experience.

**Necessary Special Requirements**

Current license to practice law in the State of Missouri, reside in Stoddard or Dunklin County and have a valid Missouri driver's license.

**STARTING SALARY:** \$53,208.00 annually with state benefits

**CLOSING DATE FOR RECEIVING RESUMES:** September 4, 2015 at 4:00 p.m.

**EMPLOYMENT START DATE:** November 1, 2015

**ADDRESS TO SEND COVER LETTERS AND RESUMES:** Michael Davis, Chief Juvenile Officer, Post Office Box 50, Bloomfield, Missouri 63825

**NO PHONE CALLS PLEASE  
THE THIRTY-FIFTH JUDICIAL CIRCUIT, DUNKLIN AND STODDARD COUNTY ARE EQUAL  
OPPORTUNITY EMPLOYERS**