

THIRTEENTH JUDICIAL CIRCUIT FAMILY COURT JOB ANNOUNCEMENT

Announcement Date: **April 26, 2021**

Job Title: **Legal Counsel II**

Number of Positions Available: **1**

Full Time: **X**

Starting Salary: **\$50,316.00 annually (**the salary for a current state employee transferring will be taken into consideration)**

For the Office or Department of:

**13th Judicial Circuit Family Court
Juvenile Division
Boone County Courthouse**

**705 E. Walnut
Columbia, MO 65201**

Contact: **Ruth McCluskey**

Phone: **(573) 886-4200**

State-funded position, Non-exempt

Submit resumes/applications by 5:00 P.M., Friday, May 10, 2021.

Applications are available at: <http://www.courts.mo.gov/hosted/circuit13/other/jobs.htm>.

Submit resume and application forms electronically to: BNE-Jobs-Juvenile@courts.mo.gov.

All items submitted by email MUST be in PDF format.

You may also mail or hand deliver resumes and applications to:

Ruth McCluskey, 13th Judicial Circuit Family Court, Juvenile Division

Boone County Courthouse, 705 East Walnut, Columbia, Missouri 65201

Summary of Duties:

This is complex and varied professional work in providing legal research and representation for a juvenile office in a multi-county circuit. Work involves litigating cases on behalf of the juvenile office in Boone and Callaway; 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 officer and is reviewed through conferences and written reports.

Examples of Work Performed

(Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Litigates cases on behalf of the juvenile office, to include delinquency cases, status offense cases, abuse and neglect cases, termination of parental rights cases, and certification cases.

Provides legal consultation to the juvenile officer and deputy juvenile officers, to assist in determining if evidence supports charges and to determine what charge is appropriate.

Reviews, analyzes, studies, searches and annotates laws, court decisions, documents, opinions, briefs and related legal authorities.

Reads and digests opinions, briefs, motions and documents and extracts excerpts pertinent to points of law and fact.

Prepares pleadings, to include review of pleadings prepared by deputy juvenile officers, reviewing policy reports, consulting appropriate statutes; files pleadings in a timely manner.

Respond to motions filed by opposing counsel, to include legal research and preparation of memoranda.

Represents the juvenile officer in contested hearings on appearance dockets, to include preparing and maintain dockets, issuing subpoenas, and preparing witnesses, negotiating with opposing counsel, and making disposition recommendations.

Compiles references on laws and decisions necessary for legal determinations.

Provide training to a variety of staff on legal aspects of court procedure.

Keeps informed of current changes in law and recent case decisions pertaining to juvenile cases.

Analyze pending legislation for changes in court procedures; development of policy and procedure for implementation of new legislation.

Prepare written analysis on issues as requested by the juvenile judge or juvenile officers as appropriate.

Performs related work as required.

Required Knowledge, Skills and Abilities

(This job description does not include specific physical requirements necessary to perform the job, such as carrying, standing, and lifting. Such requirements vary from position to position and may be determined by the appointing authority.)

Considerable knowledge of one or more phases of law as required by the assigned duties.

Considerable knowledge of general law, state laws, established precedent and sources of legal references.

Considerable knowledge of court procedures and rules of evidence.

Ability to litigate in a court of law.

Ability to apply legal principles and specialized knowledge to individual problems.

Ability to analyze, appraise and organize facts, evidence and precedents and to prepare written opinions.

Ability to conduct training on legal aspects of court procedure.

Ability to establish and maintain effective working relationships with others.

Physical Demands:

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires continuous sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. Frequent side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. Occasional squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects.

Work Environment

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, printers and scanners, hand-held recording devices, filing cabinets and fax machines. This position is routinely in contact with the public, witnesses, defendants, victims, law enforcement agencies, court employees, attorneys, and members of other entities. May be exposed to irate individuals and be responsible for talking with upset litigants. Security is available in all situations.

Required Minimum Education and Experience

(The following statement represents the minimum education and experience that will be used to determine qualifications of applicants, provided equivalent substitution will be permitted in case of deficiencies of either experience or education. Education above the minimum stated may be substituted on a year for year basis for the required general experience; experience above the minimum stated may be substituted on a year for year basis for the required education.)

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

AND

Current license to practice law in the State of Missouri.

EOE & in Compliance with ADA