



## Greene County Position Description



Position Title: Staff Attorney II	Department: Juvenile
Reports to: Director Legal Services	Salary: \$79,664 annually
Date Revised: August 2022	FLSA: Exempt

### Purpose of Position

The purpose of this position is to represent the Juvenile Court in juvenile cases brought before the Family Court-Juvenile Division, and to provide legal advice and assistance to the staff, under the direction of the Director of Legal Services.

### Essential Duties and Responsibilities

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Represents the Juvenile Office in all aspects of litigation and court appearances, including, but not limited to, Jurisdictional/Dispositional hearings, certification hearings, termination of parental rights hearings, and appeals.

Prepares briefs and memoranda for appellate courts and makes oral arguments when required; Litigation of cases includes appearances in pre-hearing conference & pre-trial discoveries and negotiates with other legal counsel regarding pleas and case status.

Meet with Deputy Juvenile Officers to determine if legal sufficiency is present prior to petition being filed.

Prepare order and judgements for the Juvenile Court

Negotiates with attorneys regarding pleas.

Preparation of petitions for involuntary terminations of parental rights, child abuse/neglect, and delinquency.

Reviews law enforcement reports, children’s division reports, medical reports, etc. for case preparation.

Reviews, assists, and/or prepares all legal documents.

Interviews witnesses and victims to develop case evidence and strategy.

Takes and defends depositions.

Advises administration regarding office procedure and policy.

Meets with community agencies and multi-disciplinary teams regarding cases and juvenile justice issues.

Consults with staff regarding legal issues and interpretations of the law.

Responsible for legal research, securing legislative updates, amendments/additions to the law and decisions regarding case law, and provides training to staff on said issues.

Respond to requests for courts and Juvenile Office social records including the redacting of contents of reports authorized by law to be disseminated.

Provides legal advice and consultation to Family court Administrator/Chief Juvenile Officer on issues related to Juvenile Office operations.

Work is reviewed through supervisory conferences, reports, achievement of stated goals and broad objectives, and adherence to judicial and legal mandates.

### **Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

Performs word processing, copying, faxing and filing of information.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Juris Doctor degree, Missouri Bar Association member. Experience in Juvenile, Family Law and Criminal Law experience preferred with a minimum of 3 years experience preferred. A valid Missouri Motor Vehicle Operator's license is required.

### **Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Language Ability and Interpersonal Communication**

The ability to communicate information and ideas in speaking so others will understand.

The ability to listen to and understand information and ideas presented through spoken words and sentences.

The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations. Ability to persuade, convince, sell and train others. Ability to counsel and mediate. Ability to manage and direct a group of workers.

Ability to read, analyze and utilize a variety of information such as police reports, traffic reports, lab results, medical records, criminal histories, evidence analysis, criminal complaints, trail exhibits, juvenile case law, diagrams, state statutes, court rules, legal dictionaries and encyclopedia, legal briefs, motions, department policies and procedures, memos and non-routine correspondence.

Ability to communicate orally and in writing with judges, attorneys, law enforcement personnel, deputy juvenile officers, court support personnel, court clerks, family services personnel, mental health personnel, medical personnel, victim/witness advocates, witnesses, victims and family members.

**Mathematical Ability**

Ability to calculate percentages, fractions, decimals and ratios. Ability to interpret basic descriptive statistical reports.

**Judgment and Situational Reasoning Ability**

Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing and controlling.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

**Physical Requirements**

Ability to operate a variety of equipment including computer terminal, video camera, telephone, fax machine, calculator/adding machine and photocopier.

The ability to see details at close range (within a few feet of the observer).

Ability to exert moderate physical effort in sedentary to light work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling up to 50 lbs.

**Environmental Adaptability**

Ability to work under moderately safe and comfortable conditions where exposure to environmental factors such as violence, irate individuals, intimidation and disease, may cause some discomfort and where there is a risk of injury.

Employees May Be Exposed to: Evidence and testimony that may be disturbing, such as photographs of violent scenes and victims and or sexually explicit material; evidence that may include syringes, drugs, weapons and blood; the public who may potentially be verbally or physically abusive, allergens, such as perfumes, and dust; and unpleasant odors, such as unwashed clothing or chemicals offered into evidence.

**Condition of Employment**

Employee will be required to demonstrate continued knowledge of this position's current regulations and requirements. Sustained satisfactory performance is required. Employee must meet the requirements of the full job description as stated throughout the duration of employment with Greene County.

Candidate must meet the requirements of the full job description as stated throughout the duration of employment with Greene County.

**Disclaimer**

Greene County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), 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.

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**Interested applicants go to: [www.greenecountymo.gov/employment](http://www.greenecountymo.gov/employment)**