

All applicants must complete an application to be considered - those submitting resumes only will not be considered.

16th Judicial Circuit of Missouri

Vacant Position

Date: 10/02/2025

Posting No.: JR102042

Position Title: Legal Advisor - Deputy Court Administrator's Position No.: P-23345
Office - Family Court Division

Department: Deputy Court Administrator's Office - Family Court Division

Work Location: 625 E. 26th Street - Kansas City MO

Work Hours: 8:00 a.m. - 5:00 p.m. Monday thru Friday; hours may vary; additional hours as needed

Salary: County Paid Position - Exempt Grade C-119 - \$68,369.60 - \$85,446.40 Annually

EXTERNAL APPLICANTS CLICK HERE TO APPLY; INTERNAL APPLICANTS APPLY IN WORKDAY (The internal application for promotion/transfer may be obtained)

Employment Specialist: **Jannice Okoye**. Applicants for clerical positions which require skill testing must be tested for consideration.

Applications must be received by Human Resources no later than 5:00 p.m. on 10/17/2025

BASIC FUNCTION AND RESPONSIBILITY:

The legal advisor performs complex and varied professional legal work in providing legal research, analysis, technical support, limited representation in hearings, and interpretation of law to judges, commissioners, and the court administrator. Work involves the performance of a variety of legal services and technical research duties in facilitating court operations. Work includes general legal consultation, preparation of memoranda or orders for judges and commissioners concerning cases in the division, preparation, and review of contracts and other legal documents related to the administration of the court, review of court procedures, rules, or statutes on behalf the court administrator or deputy court administrator of family court and other duties as assigned. The position may provide limited legal representation to the judiciary and court personnel.

Appointing Authority and Supervision Received:

The deputy court administrator of family court is the appointing authority and provides general supervision for the position.

Supervision Exercised:

This position is directly responsible for the supervision of the paralegal assigned to the

unit.

Characteristic and Assigned Duties: (The following duties are representative of the position and do not include all duties which may be performed.)

- Serves as a legal advisor to the deputy court administrator of family court and judiciary.
- Provides legal advice within the attorney/client privilege as requested by the court administrator, deputy court administrator of family court and judiciary.
- Prepares written analysis on issues as requested by the court administrator, deputy court administrators, department directors and judiciary as to court-related and general administrative legal concerns.
- Reviews, analyzes, researches and annotates laws, court decisions, opinions, briefs, correspondence related to legal issues, and related legal authorities upon request of the court administrator, deputy court administrator of family court and judiciary.
- Answers interrogatories and responds to discovery requests as directed by the court administrator, deputy court administrator of family court, presiding judge or family court administrative judge.
- Drafts and reviews contracts, memorandums of agreement/understanding, and other legal documents as requested.
- Conducts investigations and interviews at the direction of the court administrator, deputy court administrator of family court or presiding judge.
- Analyzes and briefs proposed legislation for the court, court administrator and the deputy court administrator of family court and advises as to new law, rules or other legal issues impacting the court.
- Prepares response to requests for information as directed by the court administrator or the deputy court administrator of family court.
- Provides support to court committees as directed by the court administrator or the deputy court administrator of family court.
- Other tasks as assigned by the court administrator, deputy court administrator of family court or presiding judge.
- Performs related work as 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 general law, state laws, established precedent and sources of legal references.
- Considerable knowledge of court procedures and rules of evidence.
- Knowledge of the legislative process.
- Ability to apply legal principles and specialized knowledge related to individual cases and problems.
- Ability to research and analyze legal issues and report in written form and oral

- presentations.
- Ability to establish and maintain effective working relationships with the judiciary, court administration and other stakeholders.

MINIMUM EDUCATION AND EXPERIENCE:

Minimum Qualifications: (Equivalent combination of relevant education and experience may be substituted on a year-for-year basis, provided a high school diploma or GED has been obtained.)

Graduation from an accredited law school and six years of experience in the practice of law.

Necessary Special Requirement:

Current license to practice law in the State of Missouri.

All candidates selected for employment will be subject to background screenings as part of the hiring process. Certain positions may also require additional checks, including but not limited to education verification, child abuse and neglect clearances, drug screenings, and physical assessments, as applicable to the responsibilities of the role.

EQUAL OPPORTUNITY EMPLOYER