

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: 10/06/2025

Posting No.: JR102047

Position Title:	Attorney - Juvenile Office	Position No.:	P-18999
Department:	Office of Juvenile Officer - Administration		
Work Location:	625 E. 26th Street - Kansas City MO		
Work Hours:	8:00 a.m. - 5:00 p.m. Monday thru Friday		
Salary:	County Paid Position - Exempt Grade C-118 - \$65,104.00-\$81,369.60 Salary		

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

Employment Specialist: **LaTasha Winn**. 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 10/20/2025

Basic Function and Responsibility:

This is complex and varied professional legal work in providing research, counsel and representation of the chief juvenile officer. The attorney and the chief juvenile officer and designee(s), have an attorney-client relationship and the attorney for the chief juvenile officer acts as legal counsel to, and a representative of, the chief juvenile officer and designee(s) by providing legal research, analysis, counsel and representation of the chief juvenile officer in hearings, trials and appeals, and ensuring the effective execution of legal services, consistent with the direction of the chief juvenile officer, seeking results consistent with the statutory responsibilities and directives of the chief juvenile officer and in the best interest of the children and families served by the court. The attorney will effectively communicate within the office, and with other juvenile offices, court administration, agency partners, community stakeholders, and community members.

Appointing Authority and Supervision Received:

The chief juvenile officer is the appointing authority. The chief juvenile officer and chief deputy juvenile officer provides general supervision. Direct supervision is provided by an attorney who is the Trial Team Leader.

Supervision Exercised:

None.

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

- Provide timely and effective legal representation to the chief juvenile officer.
- Maintain an active caseload, reviewing referrals for filing and litigating cases consistent with statutory authority, applicable caselaw, rules of procedure and evidence, consistent with best practices in child welfare, and the operational procedures and directives of the chief juvenile officer, while considering the best interest of the children and families served by the court. This involves court appearances and preparation for trials and hearings through legal research, conferring with appropriate parties and timely drafting of legal briefs, pleadings and memoranda, in order to recommend, seek, and achieve an appropriate disposition to meet juveniles' needs and best interests.
- Ensure the proper completion and retention of office records.
- Rotate on-call attorney responsibilities with other attorneys within the office, to ensure availability of an attorney for agency partners including evenings, weekends and holidays, and to review referrals for appropriate filing/disposition.
- Attend meetings to represent the juvenile office, as assigned by the chief juvenile officer.
- Maintain and increase knowledge and skill of juvenile law, trial and appellate work, by reviewing trends, legislation, statutes and case law on a state and federal level and by attending educational conferences and trainings.
- Receive calls during off duty hours and respond to problems as required, which may involve return to work site.
- Perform other duties 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.)

- Knowledge of general law, state laws, established precedent and sources of legal references.
- Knowledge of the rules of evidence, and practice and procedure in state trial and appellate courts.
- Ability to analyze and apply legal principles and specialized knowledge related to individual cases and issues, in effective written form and oral presentations.
- Ability to implement best practices regarding principles, methods and techniques as applicable to the safety, care, treatment and discipline of children.
- Ability to work and relate in a positive fashion toward individuals from diverse

cultures and backgrounds, and to establish and maintain effective working relationships within the Juvenile Office, and with other Juvenile Offices, agency partners, community stakeholders, the community and court administration.

- Ability to make and implement complex decisions in accordance with statutes, caselaw, regulations, rules of procedure, policies, operational procedures, and directives of the chief juvenile officer and designee(s).
- Ability to effectively speak publicly, and to communicate effectively, clearly and concisely, verbally and in written format.
- Knowledge and strict observance of ethics and professional responsibility incumbent upon lawyers, including maintenance of confidential information.
- Ability to operate standard office machines, including a personal computer, computer software and programs, and case management software.

MINIMUM EDUCATION AND EXPERIENCE:

(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.

Necessary Special Requirement:

Current license to practice law in the State of Missouri and membership in good standing with the Missouri Bar Association.

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