13TH JUDICIAL CIRCUIT COURT
JOB OPPORTUNITY

Legal Counsel II
13th Circuit Family Court – Juvenile Division

Responsibilities: This position involves complex and varied professional legal work supporting a Juvenile Office within a multi-county circuit. The attorney represents the Juvenile Office in Boone and Callaway counties, provides legal guidance on matters of law and policy, and evaluates the impact of proposed legislation on court procedures. Work is performed under the general supervision of the Chief Juvenile Officer and is reviewed through conferences and written reports.

If you are looking for an opportunity to make a meaningful impact in the lives of young people while building a long-term legal career, we encourage you to apply. We offer a collaborative work environment as well as the State of Missouri's comprehensive benefits package.

Some of the duties of this position include:

- Litigate cases on behalf of the Juvenile Office, including delinquency, status offenses, abuse and neglect, termination of parental rights, and certification matters.
- Provide legal counsel to the Juvenile Officer and Deputy Juvenile Officers regarding charging decisions and evidentiary sufficiency.
- Conduct legal research and analysis of statutes, case law, and other authorities to support case strategy and policy decisions.
- Draft and review legal pleadings, ensuring accuracy, completeness, and timely filing.
- Respond to motions filed by opposing counsel, including preparation of legal memoranda.
- Represent the Juvenile Officer in contested hearings, including docket preparation, subpoena issuance, witness preparation, negotiation with opposing counsel, and disposition recommendations.
- Maintain and compile legal references and resources to support decision-making.
- Provide training to staff on legal issues and court procedures.
- Analyze pending legislation and assist in developing policies and procedures for implementation.
- Prepare written legal analyses as requested by the Juvenile Judge or Juvenile Officers.

Status: Full-time State of Missouri employee, non-exempt, benefited

Working hours: 40-hour workweek,
8:00 a.m. to 5:00 p.m., Monday to Friday

Location: Boone County Courthouse in Columbia, Missouri

Salary: Missouri State Employee Pay Range J32
$2,556.29 semi-monthly ($61,351 annual)
Eligible for 2% raise after successful completion of probation

Benefits: This position receives Missouri's generous benefit package for state employees -- 14 paid holidays each year, paid sick leave, paid vacation leave, health insurance, dental insurance, vision insurance, Missouri State Retirement System, cafeteria plan, life insurance, and Missouri Deferred Compensation plan, as well as paid annual Missouri Bar Dues.

Minimum Qualifications:

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

Knowledge, Skills, & Abilities:

- Possess knowledge of general law, state and federal statutes and local ordinance, court rules, and case law.
- Possess the ability to analyze and organize facts and present cases in clear and concise manner.
- Possess competence and familiarity with electronic filing and juvenile record keeping and database management.
- Demonstrate proficiency in analytical skills, writing skills, oral communication skills, and effective inter-personal relationship skills.

Preferred Skills: The best candidates for this position care about children. They have familiarity with juvenile law and juvenile court processes. They are able to communicate effectively with staff and law enforcement. They have a high level of professionalism, attention to detail, and are able to remain calm in stressful situations.

How to Apply: Applications are available electronically at:
https://www.courts.mo.gov/hosted/circuit13/forms/FullTimeJobApplicationForm.pdf

Resumes and completed applications may be submitted electronically in PDF format to BNE-Jobs-Juvenile@courts.mo.gov or returned to Boone County Juvenile Office, Boone County Courthouse, 705 E. Walnut, Columbia, Missouri 65201.

Deadline for Application: Applications will be accepted until the posting is removed.

An Equal Opportunity Employer