

Circuit Court of Missouri

Thirteenth Judicial Circuit



JOB DESCRIPTION

Position: Associate Legal Counsel State County
Department: Juvenile Office
Reports to: Chief Juvenile Officer
Position Status: Full-Time **Exemption Status:** Exempt
Salary Range: \$48,048 - \$51,064 **Last Revised:** 09/17/2018

Definition of Work:

This is varied professional work in providing legal research and representation for a juvenile office. The attorney and the Juvenile Office, via the Chief Juvenile Officer or designee(s), have an attorney-client relationship and the attorney acts as legal counsel to, and a representative of, the Juvenile Office. The attorney will perform various functions including advisor – providing the Juvenile Office with an informed understanding of its legal rights and obligations and explaining the implications of the same, advocate – zealously asserting the Juvenile Officer's position under the rules of the adversary system, negotiator – seeking a result advantageous to the Juvenile Officer consistent with the requirements of honest dealings with others, and evaluator – examining the Juvenile Officer's legal affairs and reporting about them to the Juvenile Office. (See Preamble to Rule 4, Missouri Supreme Court Rules.)

Examples of Work Performed

These examples do not cover all of the work which may be performed as part of this position.

- Litigates cases on behalf of the juvenile officer.
- Provides legal consultation to the juvenile officer and juvenile office staff.
- Research and analyze applicable court rules, statutes, and case law.
- Screen referrals to the juvenile office for legal sufficiency.
- Prepares and/or approves initial or responsive pleadings and file same in a timely manner.
- Represent the juvenile officer in all phases of juvenile court cases including case preparation, witness identification and preparation, and negotiation with counsel.
- Provide training to juvenile office staff on court rules and procedure, statutes and case law applicable to juvenile cases.
- Provides assistance as requested by the Chief Juvenile Officer or administrative office related to procedure and development.

- Prepares written analysis on issues requested by the Chief Juvenile Officer or administrative office.
- Provides consultation to the Chief Juvenile Officer or administrative office as to proposed legislation and the impact on the juvenile office and analyze and interpret new legislation in the context of implementation and necessary changes to policy or procedures in the juvenile office.
- Performs on-call duties for necessary consultations and filings outside of regular business hours.
- Performs related work as required.

Required Knowledge, Skills and 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.
- Ability to conduct training on legal aspects of court procedure.

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; lifting objects weighing 20-35 lbs from below waist to above shoulders and transporting distances up to 50 feet.

Work Environment

This job operates in a professional office environment. Professional attire required. Employee's presence at the work site is required to complete the job. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, printers and

scanners, filing cabinets and fax machines. This position is consistently in contact with the public, either in person, by telephone or email. May be exposed to irate individuals and be responsible for talking with upset members of the public. Security is available in all situations.

Required Minimum Education and Experience

A Juris Doctorate Law Degree (J.D.), a valid license to practice law in Missouri from the Missouri Bar Association.