

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



Circuit Court Of Jackson County, Missouri

Vacant Position

Date: 04/13/2016

Posting No.: 037

Position Title:	Staff Attorney	Position No.:	9695
Department:	Guardian ad Litem's Office - Administration		
Work Location:	625 E. 26th Street - Kansas City MO		
Work Hours:	8:30 a.m. - 5:00 p.m. Monday thru Friday; additional hours as required		
Salary:	County Paid Position - Exempt Grade CA-08 - \$1,875.20 Bi-weekly		

Salary Range For Internal/Rehire Applicants: \$1,875.20 - \$2812.80 Bi-weekly

Application for Employment may be obtained in Human Resources, 415 East Twelfth Street, 10th Floor, Kansas City, MO 64106 or at the Web Address: www.16thcircuit.org. Fax No.: 816-881-3229. E-Mail Address: Jobs.16thCircuit@courts.mo.gov Employment Specialist: **Mark Wienke**. Information regarding job vacancies may also be obtained by calling the **Job Information Line at 816/881-3470**. Applicants for clerical positions which require skill testing must be tested for consideration. ALL CURRENT EMPLOYEES APPLYING FOR THESE POSITIONS MUST SUBMIT AN INTERNAL APPLICATION FORM TO HUMAN RESOURCES.

Applications must be received by Human Resources no later than 05:00 PM on 04/20/2016

POSITION PURPOSE AND EXAMPLES OF WORK:

To represent juveniles in cases filed by the Juvenile Officer, pursuant to state statutes and to provide legal research. Represent juveniles in all phases of litigation, which include court appearances for pre-trial hearings, trials, dispositional hearings and appellate advocacy. Represent juveniles in court cases and recommend, seek and achieve an appropriate disposition to meet the juveniles' needs and best interests. Follow-up with partner agencies to monitor juveniles well-being, parent participation in services, etc. Perform related work as required to include but not limited to serve on teams/committees as assigned, cross-training for other jobs as assigned, and special projects as assigned. Prepare for trials and hearings; confer with and/or interview all appropriate parties, compile, review, and research all relative information and perform other related duties. Consult with and interview involved parties such as attorneys, victims, law enforcement personnel, court staff, social service personnel and medical and mental health professionals and witnesses. Study case history files and gather and examine other relevant documents and information. Review all evidence and conduct research of statutory and case law as applicable to individual cases. Determine and isolate critical facts and relevant law and formulate effective legal theories, strategies, arguments and testimony on which to present case. Plan the use of witnesses, which may include expert witnesses. Request investigations of significant occurrences or individuals involved with juveniles. Interview juveniles as to placement and services. Operate computer to access information pertaining to status of cases. Maintain and increase knowledge and skill of juvenile law by reviewing trends and case law on a state and federal level and by attending educational seminars and conferences. Attend meetings, training and seminars. Perform related work as required. Draft legal briefs and memoranda for cases. Compose legal briefs, appeals for termination of parental rights and various other legal documents which must be legally sufficient and enforceable. Prepare other legal documents which must be legally sufficient and enforceable. Handle requests for information related to juvenile cases by reviewing file and obtaining court order to release information, as deemed necessary.

MINIMUM EDUCATION AND EXPERIENCE:

Juris Doctor degree from an accredited law school. : Some family law or domestic law trial/litigation experience would be beneficial. Knowledge of modern principles, practices, methods and techniques of law. Knowledge of general law, state law, and sources of established precedent of legal reference as required by assigned duties. Knowledge of legal and judicial systems. Knowledge of the practice and procedure in state trial and appellate courts. Knowledge of the rules of evidence. Knowledge and strict observance of ethics and professional responsibility incumbent upon lawyers. Knowledge of child development beneficial. Knowledge of and ability to work with a diverse workforce. Ability to communicate effectively, clearly and concisely, both orally and in writing. Ability to speak publicly in court in an effective manner. Ability to establish and maintain effective working relationships with others. Ability to apply legal principles and specialized knowledge to individual cases and problems. Ability to analyze, appraise and organize facts, evidence and precedents concerned in work assignments and to prepare written recommendations and/or opinions. Ability to prepare for hearings and trials. Ability to make sound decisions in accordance with laws, regulations and policies and procedures. Ability to maintain a variety of complex records and prepare reports from such records. Ability to operate a personal computer. Ability to relate in a positive fashion to individuals from a variety of cultural, economic and ethnic backgrounds. **SPECIAL REQUIREMENTS:** Must possess and maintain valid license to practice law by the Supreme Court of the State of Missouri, with membership in good standing in the Missouri Bar. Must have or be able to acquire 8 hours of continuing legal education devoted to guardian ad litem training, within 60 days of hire. Must be able to provide proof of the above. Must submit to and pass criminal background check as prescribed by Courts, Sex Offender Registry Check, and MO and KS Child Abuse and Neglect checks. All applicants for this position are subject to testing for illegal drug use prior to appointment. Employees in this position are subject to random and reasonable suspicion testing for illegal drug use.

THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER