

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: 04/27/2016

Posting No.: 043 (2016141)

Position Title:	Coordinator/Attorney	Position No.:	9032
Department:	Office of Juvenile Officer - Prosecution Services - Team A		
Work Location:	625 E. 26th Street - Kansas City MO		
Work Hours:	8:30 a.m. - 5:30 p.m. Monday thru Friday; additional hours as required		
Salary:	County Paid Position - Exempt Grade CA-09 - \$2,148.80 Bi-weekly		

Salary Range For Internal/Rehire Applicants: \$2,148.80 - \$3219.20 Bi-weekly

APPLY NOW (For Current 16th Circuit Court Employees only the internal application for Employment may be obtained on the HR ICON on Lotus Notes) Employment Specialist: **Mark Wienke**. 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 05/11/2016

POSITION PURPOSE AND EXAMPLES OF WORK:

To litigate cases filed by the Juvenile Officer and to manage staff in the efficient daily operation and development of a litigation team. Present cases in Court to establish Family Court jurisdiction over juveniles and recommend, seek and achieve an appropriate disposition to meet the juveniles' needs and best interests; review evidence and conduct research of statutory and case law as applicable to individual cases; operate computer to access information pertaining to status of 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; consult with and may interview involved parties as necessary; request investigations of significant occurrences or individuals involved with juveniles; compose legal briefs, appeals for termination of parental rights and various other legal documents which must be legally sufficient and enforceable and make oral appellant arguments when necessary; schedule, assign, guide and monitor the daily work of staff in the operation and development of a litigation team responsible for litigating such cases as termination of parental rights, abuse/neglect or delinquency offenses; implement specified operational policies and procedures; forecast and prepare for immediate and short-term needs and objectives; advise, assist and consult with supervisor to formulate, implement and sanction policies and procedures; monitor and improve the quality of work and services provided which include the effective use of human, physical, fiscal and time resources; provide leadership, supervision, guidance and training to staff in all aspects of litigation functions, which includes case review, consultation and personal observation of staff attorneys to provide critical analysis of trial skills and techniques; compose, prepare and review a variety of reports, narratives and other documents and ensure the application of correct criteria for proper referral disposition and filing of charges; investigate and resolve staff disciplinary matters or recommend appropriate action; conduct or participate in interview process and make hiring recommendation; assess staff performance; attend meetings, training and seminars; 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; and perform related work as required.

MINIMUM EDUCATION AND EXPERIENCE:

Juris Doctor degree from an accredited law school. (The following minimum requirements can also be achieved through any equivalent combination of education and experience which provide the required knowledge, skills, and abilities.) Three years post Juris Doctor degree trial/litigation experience; must include some experience with actions pursuant to Missouri Juvenile Code (Chapter 211 RSMO). Some supervisory experience preferred. Considerable knowledge of modern principles, practices, methods and techniques of juvenile law, court rules and applicable statutes; considerable 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; 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 operate a personal computer; ability to relate in a positive fashion to individuals from a variety of cultural, economic and ethnic backgrounds. 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 be able to provide proof of the above.

THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER