

STAFF ATTORNEY II-III

The 22nd Judicial Circuit Court seeks applicants for a Staff Attorney II-III. Candidates must possess a Juris Doctor or Bachelor of Law Degree and be a member of the Missouri Bar in good standing. Must possess thorough knowledge of trial practices in Juvenile Law. Ability to analyze legal issues and the probable outcome of a case. Must have legal research and writing skills as well as both oral and written presentation skills. Thorough knowledge of criminal and family law. Good interviewing, communicating, writing skills and strong computer skills are required. Must be at least 21 years of age. **Starting salary for a Staff Attorney II is \$71,968 and starting salary for a Staff Attorney III is \$82,524.** Please email resumes to: stl.resumes@courts.mo.gov See www.stlcircuitcourt.com and click on Employment Opportunities for complete job description. EOE.

TWENTY-SECOND JUDICIAL CIRCUIT OF MISSOURI FAMILY COURT - JUVENILE DIVISION

JOB DESCRIPTION

DEPARTMENT: Legal Department (320)

CLASS TITLE: Staff Attorney II-III

STARTING SALARY: Staff Attorney II: \$71,968
Staff Attorney III: \$82,524

REPORTS TO: Chief Trial Attorney

CLASS DEFINITION: Under general supervision by Chief Trial Attorney. Provides legal representation to the Juvenile Officer in any juvenile matter brought before the Court.

JOB DUTIES:

- Provides legal review and screening of juvenile referrals for prosecutive merit; reviews intake decisions.
- All phases of trial preparation, including drafting pleadings and motions, e-filing and interviewing, preparing for trial and subpoenaing of witnesses, victims, police officers, experts and other parties in person, in writing or over telephone.
- Ensures thorough investigation of evidence by a Juvenile Division Investigator by observing and reviewing oral and written work.
- Presents cases for trial as the petitioner, including direct, re-direct, cross-examinations, etc.
- Writes legal briefs and makes oral appellant arguments when necessary.
- Provides oral and written legal opinions on juvenile law and Court-related matters when requested.

- Participates in Legal Department and Unit Meetings.
- Represents the Juvenile Division in personnel matters when requested.
- Uses computer and scanner to produce and e-file standard petitions and motions.
- Regular and prompt physical attendance in the office is considered an essential function of this position.
- Provides on-call coverage periodically on evenings and weekends via phone and at the office.
- Provides training to Court personnel and allied professionals.
- Maintains strict confidentiality in all cases.
- Other duties as may be assigned.

KNOWLEDGE SKILLS AND ABILITIES: Thorough knowledge of the Juvenile Code and Missouri Supreme Court Rules. Cases may involve delinquency, child protection, Termination of Parental Rights, adoption and certification issues. Thorough knowledge of trial practices in Juvenile Law. Ability to analyze legal issues and the probable outcome of a case. Must have legal research and writing skills as well as both oral and written presentation skills. Thorough knowledge of criminal and family law. Good interviewing, communicating and writing skills are required. Strong computer skills.

MINIMUM QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS: Must possess a Juris Doctor or Bachelor of Law Degree and be a member of the Missouri Bar in good standing.

February 2026