

Legal Counsel

The St. Louis County Circuit Court – Probate Division is accepting applications for Legal Counsel.

Minimum Qualifications: Applicants must have graduated from an accredited law school; must have six years of experience in the practice of law; and must have a current Missouri License to practice law.

General Duties: Providing professional legal services for the Probate Division which involves dealing with practicing attorneys, paralegals, and pro se parties in person, by telephone, and e-mail in the administration of decedent's estates, conservatorship estates and trust administration by providing sources of information or citations to applicable law. Petitions, motions and other pleadings are presented for review and uncontested or ex parte matters may be disposed of by Legal Counsel with consultation of the presiding judicial officers and applicable attorneys. In adversary probate proceedings, as directed by the presiding judicial officer, conducts legal research, prepares memoranda of law, formulates recommendations; prepares orders, judgments, findings of fact, and conclusions of law and memoranda opinions; provides advice; and participates in hearings as needed. Conducts interviews with persons who will be or have been appointed by the court as conservators of disabled persons and minors to formally familiarize them with the duties and responsibilities of being a conservator. Monitor cases and laws that will affect the probate division; keep judicial officers apprised of changes; and participate in development of policies and procedures incorporating changes into current practices and procedures. Perform other related legal work as required.

Salary: Starting salary is \$52,116.00 annually + State of MO benefits.

How to apply: To apply on-line go to our website at: <https://wp.stlcountycourts.com/careers/> or apply in person at:

St. Louis County Circuit Court
Human Resources Department
105 South Central Avenue
Room 151
Clayton, Missouri 63105

In addition to the required application, applicants should submit either a probate writing sample, a list of case numbers of estates they have administered or a list of case numbers of adversary probate proceedings handled, if any.

Applications will be accepted until **Friday, November 15, 2019**.

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