



**ST. CHARLES COUNTY GOVERNMENT
HUMAN RESOURCES DEPT.**

201 North 2nd St., Room 519; St. Charles, MO 63301

<http://www.sccmo.org>

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TDD Phone 636-949-7323

E-Mail: humanresources@sccmo.org

ASSOCIATE COUNTY COUNSELOR COUNTY COUNSELOR'S OFFICE

Starting Salary Range: \$65,086 - \$75,221 per year

A within range starting salary may be granted within this starting salary range depending on outstanding candidate qualifications. Upon hiring, the range for the job, depending on appropriated raises in future years is \$65,086 to \$96,662.

This is a full-time, 40 hrs/week position which includes a full range of benefits including paid vacation, sick leave, holidays, tuition assistance, and employee health, dental, life, disability, and retirement programs.

JOB DESCRIPTION: Prepares and drafts all types of motions, and other legal documents. Prepares defense of claims and complaints by or against the County, recommends action and takes such action as is necessary; files motions and prepares cases for trial. Serves as a trial attorney for the County before State and/ or Federal Courts and the County Merit Commission or other administrative body. Acts for the County Counselor in matters assigned. Represents some departments of County government, giving legal advice on employment, contractual and other matters. May handle ordinance and code violations in Municipal Court and trials in Circuit Court as well as appeals from such decisions. Provides direction to paralegal staff on mutual legal matters. Performs other duties as assigned.

REQUIREMENTS: Requires Juris doctorate from accredited school of law. Requires license to practice law in the State of Missouri. Civil trial experience strongly preferred. Experience with Government legal office preferred. Ability to negotiate and engage in formal bargaining or litigation within the context of legal guidelines. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations. Ability to exert light physical effort in sedentary to light work, to sustain prolonged visual concentration, operate office equipment, and to transport files and exhibits to court. Ability to travel as needed to prepare and litigate cases. Ability to drive and work during evening hours.

TO APPLY: All applications must be submitted through our Self-Service Website at www.sccmo.org/hr. We do not accept faxed, e-mailed or print applications. For your convenience, if needed, terminals are available on site at the HR Dept., 201 N. Second, Rm 519, St. Charles, MO 63301 Monday through Friday between the hours of 8:00 AM - 5:00 PM. **To assure consideration, applications must be received by February 10, 2012.** Late applications may be considered when possible in order to increase the number of qualified applicants.

Please call the Job Opportunities Hotline at 636-949-7320 24 hrs/day, to learn of other employment opportunities and/ or to check the status of other vacancies for which you have applied.

St. Charles County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. **St. Charles County is a drug and alcohol free work place. A pre-employment drug screen is required for all positions.**

AN EQUAL OPPORTUNITY EMPLOYER