



Missouri House of Representatives
EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

TITLE: Drafting Attorney - House Drafting Division

LOCATION: Missouri House of Representatives
State Capitol Building
Jefferson City, MO

STARTING SALARY RANGE: Starting salary for the position is commensurate with applicable education and experience.

DESCRIPTION: The Drafting Attorney position is a professional, non-partisan, staff position in the House Drafting Division performing the development and implementation of bill drafting services within the Missouri House of Representatives. This is a full-time, salaried position, and is eligible for full state benefits. The position is located at the state Capitol building in Jefferson City, Missouri.

RESPONSIBILITIES: The Drafting Attorney position is responsible for statutory construction, bill drafting services, and coordination with House Research to enhance the timeliness, accuracy, and efficiency of bill drafting. The position assists members and committees with drafting of bills, substitutes, and amendments, and reviews bills on matters of technical form and procedural compliance. The position is also responsible for monitoring legislative activity by attending committee meetings and sessions of the House and monitoring developments in public policy. The position assists other House staff offices, as needed, and performs other duties as assigned.

QUALIFICATIONS: Position requires a law degree with membership in the Missouri Bar and a demonstrated competence in legal analysis and legal research. Position also requires a general knowledge of the legislative process and technical expertise in the area of statutory construction and bill drafting, the ability to communicate effectively, stay organized, and meet frequent deadlines as required by the legislative process, and the ability to establish and maintain effective working relationships. Position also requires a demonstrated history of confidentiality in professional settings with specific knowledge of the open records law and internal work product.

APPLICATION PROCESS: Please send resume, application, letter of interest, and a copy of transcripts **no later than Monday, August 31, 2020**, to the MO House of Representatives, Administration Division, State Capitol Building, Room B22, 201 W. Capitol Avenue, Jefferson City, MO 65101, Attention: Drafting Attorney. Documents may also be submitted electronically to househr@house.mo.gov. Additional information and the House Application for Employment may be found on the House website at www.house.mo.gov or by contacting the House Administration Division at 573.522.6855.

EQUAL OPPORTUNITY STATEMENT: The Missouri House of Representatives is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, national origin, religion, sex, disability status, age, or other non-merit factor.