



Closing Date: October 30, 2020

Missouri House of Representatives  
**EMPLOYMENT OPPORTUNITY ANNOUNCEMENT**

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**TITLE:** Legislative Director  
Office of the Minority Floor Leader

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

**STARTING SALARY RANGE:** Mid-\$60,000s; commensurate with applicable experience, education and budget.

**DESCRIPTION:** The House of Representatives is accepting applications for a Legislative Director in the Office of the Minority Floor Leader. 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 duties of this position include extensive research and analysis of legislative issues as requested by House minority leadership or the minority caucus, preparation of reports on the impact of legislation, and facilitating the drafting of legislation and amendments. The selected candidate must be available to work extremely long hours during the legislative session from January through May.

**QUALIFICATIONS:** Applicants should have prior legislative staff experience, must be well-versed in the legislative and political process, be able to exercise confidentiality and discretion and have strong written, verbal and interpersonal communication skills, and the ability to work independently and meet tight deadlines under pressure. The position requires a bachelor's degree from an accredited four-year college or university; a law degree from an accredited school of law is strongly preferred.

**APPLICATION PROCESS:** Please send resume/application and letter of interest **no later than Friday, October 30, 2020**, to the MO House of Representatives, Administration Division, State Capitol Building, Room B22, 201 W. Capitol Avenue, Jefferson City, MO 65101, Attention: Legislative Director to the Minority Floor Leader. Documents may also be submitted electronically to [househr@house.mo.gov](mailto:househr@house.mo.gov). Additional information and the House Application for Employment may be found on the House website at [www.house.mo.gov](http://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.