



CLOSING DATE: December 21, 2018

Missouri House of Representatives
EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

TITLE: Senior Counsel

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

STARTING SALARY RANGE: Starting salary commensurate with applicable education and experience.

DESCRIPTION: The Senior Counsel is an advanced professional position providing legal analysis and advice on matters related to the operation of the Missouri House of Representatives. In giving such advice, the Senior Counsel will serve in an attorney/client relationship. This position is full time and is eligible for Missouri state employee benefits.

RESPONSIBILITIES: The Senior Counsel assists and advises the Speaker and the Chief Clerk on matters of administrative law and other legal matters; advises the Speaker on parliamentary procedure; assists and advises committee chairs on legal matters pertaining to the committees, assists and advises individual members of the House on matters related to their legislative duties and records requests; assists with parliamentary procedure in legislative session; assists and advises House division directors and House staff on related areas.

QUALIFICATIONS: Successful candidates must have a law degree from an accredited school of law, membership in good standing in the Missouri Bar, and not less than five years of related experience in legislative matters. Advanced degree in public administration preferred. Position also requires the proven ability to establish and maintain effective working relationships with both Members and staff of the Missouri House of Representatives, the ability to exercise discretion and maintain confidentiality while working with sensitive issues, strong written and verbal communication skills and the ability to present informational training opportunities, the ability to multitask effectively and meet tight deadlines in a fast paced environment, and the ability to work extremely long hours as necessary to fulfill the obligations of the position.

APPLICATION PROCESS: Please send resume and letter of interest no later than **Friday, December 21, 2018**, to the MO House of Representatives, Administration Division, State Capitol Building, Room B22, 201 W. Capitol Avenue, Jefferson City, MO 65101, Attention: Senior Counsel. 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.