



Closing Date: Friday, September 13, 2019

Missouri House of Representatives
EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

TITLE: Legislative Counsel to the Majority Caucus
Office of the Speaker

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

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

DESCRIPTION: The Legislative Counsel to the Majority Caucus is an advanced professional position providing legal analysis and advice on legislative matters related to the majority caucus. This position is full time and is eligible for Missouri state employee benefits.

RESPONSIBILITIES: The Legislative Counsel position assists and advises the Speaker of the House, House Majority Leadership and members of the majority caucus on matters of administrative law, legislation, records requests, and other legal matters related to their legislative duties.

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, 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 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/application, letter of interest, and minimum salary requirements **no later than Friday, September 13, 2019**, to the MO House of Representatives, Administration Division, State Capitol Building, Room B22, 201 W. Capitol Avenue, Jefferson City, MO 65101, Attention: Legislative Counsel to the Majority Caucus. 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.