



Missouri Department of Labor and Industrial Relations

ATTORNEY

The General Counsel's Office of the Missouri Department of Labor and Industrial Relations has an opening for two attorneys in Jefferson City. This is a professional position that provides legal advice and work product in employment and labor related matters.

The largest component of the work of attorneys in this position is the preparation of appellate briefs in unemployment cases, arguments in those cases before Missouri appellate courts, and representation of the Department in hearings before administrative tribunals in unemployment tax and benefit matters.

Attorneys in this position also represent the department in a variety of litigation in trial courts (including subpoena enforcement and defense, collection actions, bankruptcy claims, defense of liens on real property, and, on occasion, housing discrimination and child labor matters), in administrative tribunals (personnel cases), and before arbitrators (prevailing wage matters). Attorneys in this position also provide advice on internal administrative and personnel matters; prepare and review contracts, leases, and other legal documents; respond to requests under the Open Records Law; provide training to departmental personnel; and assist in responding to comments and inquiries from private citizens and public officials.

Attorneys in this position are expected to exercise discretion and independent judgment under the direction of the Department's general counsel within the framework of statutes, regulations, and policies governing the Department and its operations.

Qualifications: Applicants must have a law degree and be licensed to practice in Missouri, or the expectation of having such a degree and license by the spring of 2019. Expertise in employment discrimination law, personnel administration, and related fields will be a plus.

Location: Jefferson City, Missouri

Salary: \$45,000 - \$60,000 per year

*Possibility of part-time (20hrs/week) with benefits to the right candidate.

EO/ADA Employer

APPLICATION REQUIREMENTS

To apply, submit a completed application, (https://labor.mo.gov/sites/labor/files/pubs_forms/2396-AI.pdf), cover letter, resume, writing sample and transcripts to: humanresources@labor.mo.gov, fax to 573-751-3668 or mail to: Human Resources, PO Box 510, Jefferson City, MO 65102 by February 23, 2019.