



Office of the Missouri State Auditor Career Opportunity

<u>POSITION TITLE:</u>	Staff Attorney
<u>LOCATION:</u>	Jefferson City, MO
<u>SALARY:</u>	\$45,000 (commensurate with education and experience)
<u>CLOSING DATE:</u>	September 12, 2016

The State Auditor's Office is seeking a **Staff Attorney** whose primary purpose is to provide assistance to the General and Associate General Counsel on matters related to the legal representation and legal affairs of the State Auditor's Office.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

This description may not include all of the duties, knowledge, skills, or abilities associated with this position.

- Provide legal research and support for issues presented in the audit of state agencies, the legislature, courts, state supported institutions, counties, and local government.
- Assist in developing, researching and drafting responses to written request, including Sunshine Law requests.
- Assist General Counsel in representing the office in all phases of litigation before the circuit and appellate courts of the state.
- Review or respond to communications from public officials and the general public regarding matters as authorized by the State Auditor or Deputy State Auditor.
- Review or prepare administrative rules related to audits and functions of the office.
- Review legal compliance of financial or accounting forms prepared by the office for use by state or local entities.
- Research for and preparation of legal memoranda and briefs on legislative, budgetary, and policy matters.
- Review bond transcripts documenting legal and contractual compliance of bonds presented to the State Auditor for registration.
- Review or draft legislation related to audits and functions of the office.
- Complete special projects as requested by the General Counsel.
- Travel may be required; perform other related work as assigned.

JOB KNOWLEDGE, SKILLS, AND ABILITIES:

- Detailed knowledge of the Missouri Constitution and statutes; ability to apply rules of construction; ability to research and apply relevant cases to develop and support office positions and policies.
- Knowledge of governmental procedures, practices, and objectives.
- Knowledge of governmental accounting and legislative processes.
- Ability to present ideas clearly and concisely, both orally and in writing, and a demonstrated ability to quickly comprehend and utilize new concepts and strategies.
- Ability to understand complex legal issues in the context of controversial circumstances and to develop appropriate legal positions and effective strategies to respond to those issues in a professional manner.
- Ability to read, comprehend, and analyze information.
- Ability to work under pressure and meet frequent deadlines.
- Ability to accept increasing responsibilities and to reach for additional responsibilities when appropriate.
- Ability to effectively manage multiple priorities on a concurrent basis.

QUALIFICATIONS:

- Licensed attorney with a J.D. from an accredited college or university and a member of the Missouri Bar.
- Zero to three years of law practice. Experience with litigation, state and local government, tax law, and/or constitutional law preferred.

APPLICATION PROCESS:

In order to be considered for this position, please submit employment application, cover letter, resume, writing sample, copy of transcripts and contact information for three educational or professional references to:

Office of the Missouri State Auditor
ATTN: Human Resources
P.O. Box 869
Jefferson City, MO 65102
Fax: (573) 751-7984
Email: sherrie.brown@auditor.mo.gov

Employment Application can be located on our website at: auditor.mo.gov

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