

Opening Date: May 18, 2022

Closing Date: Open until filled

CAREER OPPORTUNITY
MISSOURI DIVISION OF ALCOHOL AND TOBACCO CONTROL

TITLE: Legal Counsel

LOCATION: Missouri Division of Alcohol and Tobacco Control
1738 East Elm Street, Lower Level
Jefferson City, MO 65101
(573) 751-5443

SALARY: \$50,000.00 - \$80,000.00

DESCRIPTION This is a professional position that provides legal advice and work product in a variety of matters for the Missouri Division of Alcohol and Tobacco Control. An employee in this position performs complex legal work involving research, policy review, compliance issues, review of contracts and employment matters. The employee will provide counsel and advice to Alcohol and Tobacco Control personnel in relation to their duties as required by state and federal statutes and regulations. The employee will also serve on the leadership team, playing a vital role in agency direction. The employee is expected to exercise considerable autonomy, initiative and judgment in planning and carrying out assignments, coordinating with the Department of Public Safety. The employee will report directly to the State Supervisor.

EXAMPLES OF WORK: Anticipate and identify legal issues and counsels management in order to develop legal strategies and solutions, often in situations of great complexity and with limited time for assessing alternatives. Drafts, reviews, and/or approves policies and procedures, regulations, contracts and other legal documents. Conducts legal research and analyzes laws and regulations pertaining to liquor and tobacco law and other related areas. Prepares written and verbal opinions and guidance, as needed. Represents the Division, as assigned, in disciplinary conferences with liquor licensees, and coordinates heavily with the Attorney General's Office to help manage the Division's litigation. Complex issues are to be closely coordinated with Department of Public Safety General Counsel. Performs other related work as assigned.

QUALIFICATIONS: Graduation from a recognized school of law and a member of the Missouri Bar in good standing; at least two years of experience in the practice of civil and/or administrative law at the time of hire. (These qualifications listed represent the minimum experience and education required.) Must be a United States Citizen and taxpaying resident of Missouri at the time of hire. Must be able to pass a background investigation including a criminal record check and drug test.

APPLICATION PROCEDURE: Please submit application, resume, cover letter, and academic transcript to Melinda McDonald through email or delivered directly to our Jefferson City office, or by following the link to MoCareers for consideration for employment at <https://mocareers.mo.gov/internal> .

EQUAL OPPORTUNITY STATEMENT: The Division of Alcohol and Tobacco Control is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, national origin, age, disability status, or any other non-merit factor.