

Posting Date: October 10, 2024



Closing Date: Until Filled

ASSISTANT SUPERINTENDENT'S OFFICE

CAREER OPPORTUNITY BULLETIN

JOB ID: 2465

LEGAL JOB FAMILY

POSITION AVAILABLE: General Counsel

SALARY RANGE (annually): The salary range for Legal Counsel is \$92,616.00 - \$136,152.00, and is commensurate with relevant experience.

Click [HERE](#) to view our employee benefits.

OFFICIAL DOMICILE: Jefferson City, Missouri

POSITION DESCRIPTION: This responsible professional position serves as the chief legal advisor for the Missouri State Highway Patrol. This position provides a full range of legal guidance, advice, and counsel for all matters affecting the Patrol, and may, upon request and approval by the Superintendent, represent the Patrol before a judicial body. Work includes conducting research, preparing legal opinions, drafting rules and regulations for the agency, and counseling and/or advising personnel in relation to their duties as required by Missouri and federal laws. An employee is accountable for ensuring compliance with all state and federal laws, rules, and regulations, as well as providing legal guidance regarding the implementation of Patrol programs. The employee must exercise independent judgment and discretion in contacts with others. Work is performed under minimal supervision with considerable independent judgment, decision making, and discretion required. This position is classified as exempt under the Fair Labor Standards Act.

Click [HERE](#) for a more detailed job description.

APPLICATION PROCEDURE: Individuals, including current Patrol employees, interested in this position must visit our website at <https://statepatrol.dps.mo.gov/> to complete and submit an [application](#) prior to the application deadline. Positions requiring educational qualifications require all interested applicants to upload a copy of their college transcripts to the online application system. Resumes will not be accepted in lieu of the application. Individuals who have previously completed an application must access their profile in the system to re-apply.

Interviews will be scheduled as applications are reviewed.

ADDITIONAL INFORMATION: Final selection may be based upon several factors, e.g., results of an oral interview, written examination or exercise, review of past work performance, performance evaluations, and/or candidate's possession of the knowledge, skills, and abilities deemed necessary for successful performance in the job.



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Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a background investigation and Patrol administered drug test. The Missouri State Highway Patrol is a Drug Free Workplace.

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

To be eligible for employment with the Patrol, applicants must meet all dress and appearance requirements. Click [HERE](#) for more details about dress and appearance requirements.

EEO STATEMENT: The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, age, national origin, veteran status, ancestry, sexual orientation, or disability.

FACILITATOR: Kalena Branson (573) 526-6340 kalena.branson@mshp.dps.mo.gov