



JOB OPPORTUNITY

An Equal Opportunity Employer

PO Box 1603 • 1823 Southridge Drive • Jefferson City Mo 65102 • 573-751-4050

Date: December 12, 2018

Applications must be received by: January 12, 2019

Title: Director of Legal Services

Starting Salary: \$68,000–\$88,000/annually

Responsibilities:

Position posted until filled. The Director of Legal Services reports to the Missouri Lottery's Executive Director and, in consultation with and input from the Missouri Attorney General's Office, is responsible for providing in-house legal counsel to the Executive Director and staff of the Lottery.

Perform a wide variety of professional administrative agency work, act as liaison to other state agencies and, as needed or directed, to the Governor's Office and General Assembly, including attending legislative hearings and assisting with preparing supporting documentation/fact sheets for legislators on non-budgetary matters.

Advise the Missouri Lottery on all legal matters and issues; review and revise internal policies/practices/procedures to ensure compliance with federal, state, and local law, including implementing new laws; identify/analyze legal issues in oral and written responses; present recommendations; and assist in formulating/implementing business strategies, internal policies, and external communications to ensure compliance/minimize legal exposure.

Research and analyze legal authority to formulate legal opinions and advice/recommendations as to acceptable courses of action; review/draft legislative proposals and track non-budgetary matters that may affect the Missouri Lottery.

Consult with and coordinate litigation matters with the Missouri Attorney General's Office and any outside counsel.

Prepare/revise/review/enforce contracts with vendors/agencies working for or with the Missouri Lottery, including communicating with vendors'/agencies' counsel.

Provide counsel and assist in preparing invitations for bids and requests for proposal, and assist as requested in evaluating proposals.

Prepare correspondence relating to a variety of issues, including, but not limited to, the preparation of legal opinion memoranda, legislative reports, licensee correspondence, briefs and other legal documents, constituent and stakeholder communication.

Review and revise forms for retailer licensees, vendors, etc. upon request or as needed.

Accept and complete projects as assigned by the Executive Director.

Assist the Executive Director with Lottery Commission requests, questions, and meetings.

Ensure agency compliance with the Sunshine Law, including serving as custodian of records and assisting with preparing and posting Commission meeting notices and agendas.

Oversee agency administrative rulemaking.

Advise and assist Executive Director in formulating retailer license discipline decisions and contract protest decisions.

Provide employment law and related counsel to human resources director and supervisors.

Travel as necessary, including to the Missouri Lottery's four offices statewide.

Qualifications:

Licensed attorney with a J.D. from an accredited college or university and a member of the Missouri Bar in good standing. Three to five years' experience in administrative law with some litigation experience preferred.

Comprehensive State of Missouri benefit package: <http://oa.mo.gov/personnel/state-employees/employee-benefits>

Contact:

Director of Human Resources
Missouri Lottery
PO Box 1603
Jefferson City, MO 65102-1603

To apply for this job, a prospective applicant needs to create an account online, complete an online employment application (<https://www.molottery.com/employmentapp/login.jsp>) and upload resume, cover letter, and transcript(s). Once you have completed an application, select the job posting tab to apply. You will need to apply for each vacancy of interest. Continue to visit our website for future vacancies and login to your account to apply.