

# **Internal Job Opportunity Announcement**

## **Deputy Chief Counsel**

The deputy chief counsel assists the chief counsel in directing legal activities, representing, and advising the Missouri Highways and Transportation (MHTC) and the Director of the Missouri Department of Transportation (MoDOT). Duties are performed under general supervision. It is anticipated that for the first six to twelve months, a dual reporting relationship with the chief counsel and director of MoDOT will exist to focus the incumbent's efforts on jointly developed goals regarding workflow, workforce, succession planning, and technology enhancements.

### **What you'll do:**

- Oversees and manages workflow and employee/personnel activities for Chief Counsel's Office in the central and regional offices.
- Assists the chief counsel in advising MHTC and the MoDOT Director when requested regarding the organization, powers, and duties of MHTC and the Director.
- Stands in for the chief counsel when necessary.
- Provides legal advice to all standing committees of MHTC, as well as to MoDOT districts and divisions.
- Assists the chief counsel in directing prosecutions, as authorized by MHTC, and defending actions brought against MHTC, any members of MHTC, or MoDOT employees who are acting within the course and scope of their employment.
- Assists the chief counsel in drafting legislation and appearing before the general assembly on behalf of MHTC and MoDOT, as necessary.
- Drafts and/or approves as to form administrative rules adopted by MHTC, as requested.
- Drafts and/or approves as to form contracts authorized by MHTC.
- Assists the chief counsel in overseeing and directing legal activities of the Chief Counsel's Office.
- Assigns responsibilities and delegates authority to subordinates.

### **Requirements to be Considered:**

- Juris Doctor (JD) degree from a law school accredited by the American Bar Association.
- Admitted Member of the Missouri Bar Association.
- Over nine years of legal work as an attorney.
- Submission of supporting letter of interest for the position to include your vision for workflow, workforce, succession planning, and technology enhancements.

### **Special Working Conditions:**

- Maintains attorney-client privilege.
- Job requires occasional, statewide, overnight travel.

**Annual Salary \$151,491.84**

### **Instructions to be Considered:**

Employees interested in this challenging assignment must submit via email a letter of interest, including addressing the application requirements above, and a resume to Stacy Kaiser, Senior Human Resources Specialist ([Stacy.Kaiser@modot.mo.gov](mailto:Stacy.Kaiser@modot.mo.gov)), by 11:59 p.m. on June 28, 2024.