



DIFP

Department of Insurance, Financial
Institutions & Professional Registration



CAREER OPPORTUNITY

General Counsel

Open opportunity for an individual with knowledge of state and federal laws, regulations, policies, and procedures. Successful candidate must have the ability to communicate, negotiate and cooperate with varied individuals; exercise good organizational and time management skills; show self-motivation and initiative. Individual must possess good legal research skills and the ability to multi-task and work under pressure with minimal supervision.

Screening to begin on June 15, 2016

Position Details

This position is responsible for managing the work of Associate Counsel, Contract Counsel, and Paralegal; attending Board and Commission meetings; providing legal counsel to the Board and Advisory Committees to ensure compliance with laws affecting day-to-day operations of the Board and the Sunshine Law; litigating cases before the Board, Administrative Hearing Commission and Circuit Courts; serving as legal advisor to the Board in disciplinary hearings; drafting and reviewing settlement agreements, Board orders, contracts, policies, licensing materials and other legal documents. This position is also responsible for providing the Board, Advisory Commissions and staff with legal advice on regulatory matters; assisting the board and Executive Director with drafting and analyzing legislation and rules; answering requests for information from licensees and the general public in regards to the rules and statutes of the Board; and works directly with the Executive Director and management on complex cases. Knowledge of computer applications such as Adobe Acrobat Pro, Microsoft Word, Outlook, Excel and Access preferred.

Qualifications

- Possession of a Juris Doctorate degree from an accredited university.
- Five years legal experience.
- Admitted to the Missouri Bar.

Professional Registration -State Board of
Registration for the Healing Arts

Located in Jefferson City, Missouri

Starting Salary: \$58,299

Full-Time Position

Why DIFP?

Work that matters

Utilizes cutting-edge technology

3 weeks of paid vacation

3 weeks of paid sick leave

Affordable health insurance with wellness
incentives

Retirement plan

Tuition reimbursement

Training and continuing education provided to
employees

Interested in Applying?

Send a copy of your cover letter, resume, official transcripts and three professional references to:

State Board of Registration for the Healing Arts

Attn: Jimmy Leggett

P.O. Box 4

Jefferson City, MO 65102

Fax: 573-751-3166

Email: jimmy.leggett@pr.mo.gov