

Posted: January 11, 2023

State Tax Commission of Missouri

JOB OPPORTUNITY

The Legal Section of the State Tax Commission of Missouri is seeking an experienced, highly effective team member familiar with practices, procedures, and evolving technology in the legal profession to manage appeals in a high-volume, fast-paced environment.

POSITION: Legal Assistant

GENERAL DESCRIPTION: This is a legal support position responsible for assisting in the preparation of legal documents, scheduling meetings, and preparing reports. Under the guidance and direction of the Chief Counsel, the Legal Assistant will perform research on legal issues, will file legal documents, and will draft legal instruments and correspondence. The Legal Assistant must have knowledge of legal concepts, court proceedings, federal and state laws, investigative strategies and processes, ability to recognize and evaluate relevant facts, ability to draft legal documents, and ability to make analytical and logical decisions.

WORK TO BE PERFORMED: Under the direction of the Chief Counsel, responsibilities will include

- processing appeals filed by taxpayers
- maintaining integrity of legal filings in the form of digital documents and electronic case files using established conventions and protocols
- maintaining and updating electronic legal case management system (database)
- assisting Chief Counsel in providing statutorily-required notices of appeals to county officials
- assisting Senior Hearing Officers with docketing cases and scheduling prehearing conferences and evidentiary hearings
- issuing legal correspondence to taxpayers, attorneys, and county officials regarding decisions and orders of the Commission
- drafting legal correspondence
- maintaining confidentiality and assisting in responding to Sunshine Law requests
- managing legal filings from parties through online and file transfer protocol processes
- phone reception, data entry, proofreading
- monitoring multiple email boxes
- assisting the Chief Counsel in maintaining segments of agency website

QUALIFICATIONS:

2 to 4 years of relevant experience in a legal office environment.

Preferred:

- Associate's degree in relevant educational program plus 2-4 years' experience in a legal office environment.
- Training, education, experience as a Legal Assistant or Paralegal.

- Paralegal certification.

Knowledge, Skills, and Abilities

- Knowledge of legal concepts, court and administrative tribunal proceedings, state laws, ability to recognize and evaluate and communicate relevant facts related to appeal filing requirements
- Ability to use independent judgment to prioritize tasks and to quickly determine when priorities must be adjusted to meet team's needs
- Ability to meet deadlines while managing large workload and multitasking
- Ability to maintain effective and consistent performance of duties with minimal supervision, including when working remotely
- Proficient in oral and written communications with agency team members and the public in timely, courteous, knowledgeable manner
- Proficient in database management, Microsoft Office applications
- Excellent data entry, proofing, typing, telephone, and organizational skills
- Honest, reliable, and trustworthy and ability to maintain confidentiality
- May conduct basic legal research under direction of the Chief Counsel and Senior Hearing Officers

Location: Jefferson City, Missouri; some remote work.

Salary: \$39,059 annually (to start)

Application Process: Please apply on-line at

<https://mocarers.mo.gov/hiretrue/mo/mocarers/index.html>. The position will remain opened until filled.

EQUAL OPPORTUNITY EMPLOYER