

State Tax Commission of Missouri

JOB OPPORTUNITY

Position: Chief Counsel

Responsibilities: This position serves as the Counsel for the State Tax Commission by providing legal advice or consultation to the Commissioners and staff. An employee in this position also represents or oversees the representation of the Commission in administrative and judicial proceedings. Counsel will be required to conduct administrative hearings on appeals to the State Tax Commission and render decisions for the Commissioners approval. Knowledge of real estate appraisal is essential when reviewing the hearing officer or Commission decisions and orders. This position also manages the Legal Section within the agency.

Required Knowledge, Skills, and Abilities:

1. Considerable knowledge of general legal principles and practices; procedures and requirements for the conduct of quasi-judicial hearings; and administrative rule process.
2. Considerable knowledge of Missouri property assessment statutes and of the general provisions of the state and federal laws and regulations pertaining to areas of responsibility of the State Tax Commission.
3. Considerable knowledge of pertinent court decisions relating to the area of general property assessment.
4. Ability to conduct quasi-judicial hearings and prepare decisions based upon the testimony and exhibits presented.
5. Ability to present comments and opinions clearly and logically through oral and written communication.
6. Ability to conduct major litigation at all levels of the judicial system.
7. Ability to manage staff and coordinate a large caseload.
8. Knowledge of real estate appraisal and all approaches to value.
9. Knowledge of the legislative process.
10. Excellent research and writing skills (writing sample required at time of submission of application).
11. Excellent organizational skills.
12. Proficiency in the use of technology to perform work, including but not limited to use of data management software, Microsoft Outlook, Microsoft Word, Microsoft Excel, Adobe, and video conferencing or audio-conferencing software such as Webex.
13. Ability to meet deadlines.

Qualifications:

1. Must have a Juris Doctorate degree from an American Bar Association accredited law school.
2. Must have a Missouri Bar License and a member in good standing with the Missouri Bar Association.
3. Preferred legal experience in the field of ad valorem assessment, administrative law, and litigation.

Location: Jefferson City, Missouri (remote work/remote office with high-speed internet access plus some travel within the state).

Salary: \$85,000 - \$100,000, annually – commensurate with education and experience.

Application Process: Please apply on-line at <https://mocareers.mo.gov/hiretrue/mo/mocareers/index.html>. The position will remain opened until filled.