

Posting Date: June 4, 2026



Closing Date: Until Filled

ASSISTANT SUPERINTENDENT'S OFFICE

CAREER OPPORTUNITY BULLETIN

JOB ID: 2946

LEGAL JOB FAMILY

POSITION AVAILABLE: Associate Counsel

SALARY RANGE (yearly): The salary for an Associate Counsel ranges from \$85,000 - \$110,000.

Click [HERE](#) to view our employee benefits.

OFFICIAL DOMICILE: Jefferson City, Missouri

POSITION DESCRIPTION: The Missouri State Highway Patrol is the primary statewide law enforcement agency for the State of Missouri. It consists of multiple domains including Field Operations, Criminal Investigations, Criminal Justice Information Services, the State Crime Lab, the Training Academy, and more. The attorney selected for this position will provide legal services in a fast-paced environment on a wide variety of topics. Some legal work will be directly related to law enforcement operations and programs, and other legal work will be related to general administration of an executive agency. The position is located at the Patrol's General Headquarters in Jefferson City, Missouri and reports to the general counsel. The Patrol's legal section is located within the Assistant Superintendent's Office and consists of the general counsel, deputy general counsel, and legal office manager. This position is classified as exempt under the Fair Labor Standards Act.

DESCRIPTION OF DUTIES PERFORMED: Perform legal research and prepare legal opinions on a wide variety of topics ranging from search and seizure to employment and administrative law. Provide counsel to the custodian of records regarding the sunshine law, subpoenas, and other records disclosure and retention issues.

Assist in the management and oversight of Patrol litigation handled by the Attorney General's Office, ensuring timely responses to requests from the AGO for information, records, and review of pleadings.

Assist and advise the legal office manager in the preparation of discovery responses in litigation. Provide counsel to the Criminal Justice Information Services Division on legal matters including but not limited to expungements and Missouri's Sex Offender Registry.

Guide and review the drafting of Patrol general orders to ensure legal compliance with applicable legal authorities including but not limited to the first and fourth amendments and employment laws.

Draft and review contracts, MOUs, task force agreements, and similar legal documents to ensure legal compliance.



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Assist in the review of pending legislation and in bill review following the legislative session.

Draft responses to MCHR and EEOC complaints and research employment law issues.

Gain and maintain current knowledge of laws and cases impacting Patrol operations.

Other legal duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Excellent interpersonal skills and the ability to establish and maintain harmonious working relationships within and outside the Patrol.

Strong analytical, legal research, and writing skills.

Strong organizational skills and the ability to successfully manage multiple competing priorities.

Ability to exercise sound independent judgment and discretion on complicated, sensitive matters.

Solution-driven orientation to help the agency achieve its objectives.

Ability to effectively use common office technology and equipment.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED: Graduation from an accredited law school.

At least two years of experience as a practicing attorney. 4-5 years of experience is preferred.

The following are preferred but not required:

Civil litigation experience.

Experience representing a law enforcement agency, prosecutorial experience, or similar experience.

Experience practicing law in Missouri State government.

NECESSARY SPECIAL REQUIREMENTS: Must be a member in good standing of the Missouri Bar.

This position is in person in the office at the Patrol's General Headquarters in Jefferson City, Missouri.



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APPLICATION PROCEDURE: Individuals, including current Patrol employees, interested in this position must visit our website at <https://statepatrol.dps.mo.gov/> to complete and submit an [application](#) prior to the application deadline. Positions requiring educational qualifications require all interested applicants to upload a copy of their college transcripts to the online application system. Resumes will not be accepted in lieu of the application. Individuals who have previously completed an application must access their profile in the system to re-apply.

Interviews will be scheduled as applications are reviewed.

ADDITIONAL INFORMATION: Final selection may be based upon several factors, e.g., results of an oral interview, written examination or exercise, review of past work performance, performance evaluations, and/or candidate's possession of the knowledge, skills, and abilities deemed necessary for successful performance in the job.

Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a background investigation and Patrol administered drug test. The Missouri State Highway Patrol is a Drug Free Workplace.

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

To be eligible for employment with the Patrol, applicants must meet all dress and appearance requirements. Click [HERE](#) for more details about dress and appearance requirements.

EEO STATEMENT: The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, age, national origin, veteran status, ancestry, sexual orientation, or disability.

FACILITATOR: Kalena Branson (573) 526-6340 kalena.branson@mshp.dps.mo.gov