



## CAREER OPPORTUNITY

### Assistant Special Counsel Jefferson City, Missouri

The Department of Social Services, Division of Legal Services has an opening for an Assistant Special Counsel for Family Support Division. The primary duties of this position include providing legal advice and representation to FSD in the administration of all of the programs that they administer, including: Medicaid, Food Stamps (SNAP), Temporary Assistance for Needy Families, Rehabilitation Services for the Blind, Community Services Block Grants and other programs. The duties will include: providing legal advice and representation to FSD and Department staff; assisting FSD's staff in preparing for administrative hearings; representing FSD in administrative hearings on a variety of different issues; drafting policy and administrative regulations; drafting and reviewing contracts; drafting proposed legislation, fiscal notes and bill reviews; and provide training to FSD personnel on legal issues involving the administration of FSD's programs. This position is unclassified, exempt from State Merit System provisions.

**QUALIFICATIONS:** The candidate must be a member in good standing of the Missouri Bar. In addition to having excellent research and writing skills, preference will be given to lawyers who have experience practicing in the area Medicaid and public benefits law, poverty law, administrative law, Health Care law, creditor's rights, administrative law and insurance law.

**SALARY RANGE:** \$40,000 - \$50,000, Annually

**BENEFITS:** You and your family will have access to a range of benefits designed to make your career with DSS very rewarding. We offer an excellent benefits package including coverage under the Missouri State Employees Retirement System, Missouri Consolidated Health Care Plan, deferred compensation plan, sick and annual leave, insurance benefits and more. This position may also entitle you to participate in the Public Service Loan Forgiveness Program.

**TO APPLY:** The deadline to apply is December 8, 2017. Submit a resume, cover letter, a writing sample, [DSS Application](#) and three references via email to: [DLS.ReferralsJC@dss.mo.gov](mailto:DLS.ReferralsJC@dss.mo.gov), or

Department of Social Services/Division of Legal Services  
Barbara Tomblinson  
PO Box 1527, Jefferson City, MO 65102-1527  
Or Email: [Barbara.Tomblinson@dss.mo.gov](mailto:Barbara.Tomblinson@dss.mo.gov)

Applicants will not be considered without cover letter, resume, writing sample and application. Additional information concerning the division can be found at <http://dss.mo.gov/dls/>. Information about DSS, visit our website at <http://www.dss.mo.gov/>.

**DSS IS AN EQUAL OPPORTUNITY EMPLOYER**