

Employment Law Attorney

Full-Time Position

Starting Annual Salary: \$75,000 - \$85,000

OVERVIEW

Missouri Housing Development Commission (MHDC) is the Housing Finance Agency for the state of Missouri. MHDC is responsible for administering numerous federal and state affordable housing-related programs targeted to Missourians with extremely-low to moderate incomes.

The state of Missouri receives a substantial amount of federal and state dollars each year to provide housing-related assistance and facilitate the development of affordable housing. In addition to MHDC's administration of typical housing-related funding, as a result of the COVID-19 pandemic, a substantial amount of dollars in additional federal funding is currently being distributed through MHDC to provide housing relief for homeless and extremely-low to moderate income individuals and households.

CULTURE

MHDC is a mission-driven organization providing affordable housing opportunities for extremely-low to moderate income Missourians. The organization offers a rewarding career in public service by providing the opportunity for dynamic, impactful and fulfilling work serving individuals and families across the entire state. MHDC is a relatively small organization with fewer than 150 staff and maintains a high staff retention rate. The COVID-19 pandemic has demanded transformation in the way work is completed and how organizations function. MHDC values staff input throughout exciting organizational improvements.

BENEFITS

MHDC strives to be an employer of choice and offers competitive pay, flexible scheduling, life balance including with generous time off, casual dress code, downtown location with paid parking, and extensive benefits. In addition, MHDC is a governmental employer, which may provide qualifying employment for the Public Service Loan Forgiveness Program (PSLF).

- Part-time Teleworking (minimum 2 days a week in office for most positions)
- Telework Technology and Equipment Provided
- Health Insurance with Immediate Coverage
- Flexible Work Schedule
- State of Missouri Pension
- Paid Covered Downtown Parking
- Prime Downtown Location – on Street Car Line (KC)
- Tuition Reimbursement
- Immediate Time-off Accrual and Use
 - 3 Weeks Paid Time-off (annual)
 - 3 Weeks Paid Time-off (medical)
 - 13 Paid Holidays (annually)
 - 6 Weeks Paid Parental Leave
- Paid Professional Licensure / Fees / Continuing Education
- Paid Professional Development Opportunities

COMPENSATION

| | | | |
|-----------------------|----------|----|----------|
| Annual Base Salary | Low | to | High |
| | \$75,000 | to | \$85,000 |
| Annual Benefits Value | \$52,476 | to | \$54,737 |

TOTAL COMPENSATION VALUE: \$127,476 to \$139,737

*Actual total compensation is based on benefit elections.

WORKING REQUIREMENTS

- Part Time Teleworking: Applicant must be able to telework on a partial basis in a dedicated workspace that will facilitate professional undisturbed business operations. Equipment will be provided.
- In-office: Transition from teleworking to in-office (up to full-time) in the Kansas City, Missouri office post pandemic.

NOTE: MHDC is currently providing employment through a combination of teleworking and in-office work. It is possible that teleworking will be extended for some positions on a full-time, partial, or rotating basis in the future. Employees in this position should be available to work both in-office and/or telework on a long-term basis.

ROLES AND RESPONSIBILITIES

Summary

The position of Employment and Labor Law Attorney will have hands-on experience in employment law matters, compliance with applicable laws, and policy development.

Essential Duties

- Advise Human Resources on Federal, State and Local employment laws affecting MHDC employees.
- Assist General Counsel in employment legal matters involving or affecting MHDC as may be requested from time to time.
- Ensure compliance with all applicable employment laws, regulations and policies.
- Provide legal support and counsel to MHDC management on employment related matters which may include, but are not limited to MHDC's Standards of Conduct, worker classification, wage and hour law, handbooks and policy related issues, manager training, employment related pre-litigation and litigation matters including administrative charges, hiring and termination matters.
- Update, inform, and train staff about employment law changes.
- Identify and assesses legal risks and opportunities within the employment area and advise accordingly.
- Find ethical solutions to legal matters.
- Review and comment on organizational employment documents.
- Coordinate with outside counsel on employment related matters, including litigation.
- Perform legal research and prepare legal documents for MHDC's affordable housing programs as needed, including memos, contracts, and real estate and loan documents.
- Independently handle legal matters and projects ranging from basic to complex.
- Performs other tasks as assigned from time to time by the General Counsel, or Management.
- Competently utilize software systems.
- Travel as directed, including long distance travel and overnight and extended stays, if necessary.
- Maintain appropriate files and documentation as necessary or required.
- Attend and actively participate in meetings and training programs as directed.
- Provide assistance to employees, vendors, state agencies, departments, divisions and organizations in a friendly and efficient manner.
- Maintain and protect confidential information.
- Maintain a professional relationship with others by ensuring a sense of mutual trust, concern, respect and teamwork.
- Maintain professional appearance and demeanor.
- Must have ability to appear for work on time.
- Must have ability to follow directions from a supervisor.
- Must have ability to interact effectively with co-workers.
- Must have ability to understand and follow posted work rules and procedures.
- Must have ability to accept constructive criticism.
- Must comply with all policies of MHDC.
- Must comply with any reasonable request of any member of management.

DESIRED QUALIFICATIONS

Education and Experience

- Must hold a Juris Doctor degree from an accredited law school and either hold a license to practice in the State of Missouri or be able to qualify for limited license to practice in Missouri pursuant to Missouri Supreme Court Rule 8.105.
- A candidate intending to obtain a limited license pursuant to Rule 8.105 will be expected to obtain his/her Missouri license by sitting for and passing the Missouri bar exam within one year of beginning employment with MHDC.
- The candidate should have at minimum 2-5 years of experience with employment and labor law.
- Interest and experience working with governmental entities and/or affordable housing is desired.

Skills

- Project management and organization
- Critical thinking and problem solving
- Ability to operate well as part of a team or independently
- Utilize Microsoft office systems proficiently including Word, Excel and PowerPoint
- Advanced computer skills including the ability to extract data and build reports
- Demonstrate excellent written and oral communication skills
- Attention to detail
- Speak competently to large and small groups
- Openness and adaptability to quickly changing workloads and deadlines