



*Board of Education of the City of St. Louis*  
**CAREER OPPORTUNITY**

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<b><i>Position Title:</i></b>	Staff Attorney
<b><i>Payroll/Personnel Type:</i></b>	12 Month
<b><i>Reports to:</i></b>	General Counsel for the SLPS & Chief Human Resources Officer

**Position Summary:**

Under direction of the General Counsel and the District's Chief Human Resource Officer, the Staff Attorney for the St. Louis Public Schools provides general legal advice to the district on various legal matters. The staff attorney will be primarily responsible for interfacing and providing internal legal support to the district's Human Resources Department. The staff attorney will also be required to work with the district outside employment counsel on an as needed basis. The staff attorney must be a highly motivated person, capable of working independently and in a team environment. The staff attorney must have good research and writing skills. The staff attorney must have a strong background in employment law. Experience with education institutions and public sector employers are strongly preferred

**Essential Functions:**

- Provide general legal advise to district personnel as needed
- Consult with internal and external counsel on policy matters, as appropriate, to ensure compliance with employment laws and regulations
- Advise Human Resource professionals, district managers and supervisory personnel on the legal aspects of a broad range of employment practices and policies
- Advise district managers on employment matters and claims including terminations, sexual harassment, discrimination, wage issues, and state and federal compliance (e.g., ADA, ADEA, Title VII, FMAL and FLSA)
- Handle administrative disciplinary and termination proceedings on behalf of the district
- Support the resolution of employee relations issues, including federal, state and local agency claims and charges
- Coordinate with external legal counsel regarding employment issues and employment litigation
- Assist in the preparation of employment law training programs and assist in the review and revision of human resources policies

**Experience:**

- At least three to five years of progressively responsible experience as a practicing attorney, preferably at a top law firm or in-house
- Experience working for a federal or state agency charged with enforcing labor and employment laws, or experience as a judicial clerk is desired
- A license to practice law in the State of Missouri and active state bar membership is required
- Experience counseling clients on employment and labor law issues, conducting investigations, drafting responses to administrative charges and developing and implementing employment polices and procedures is preferred



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- Experience representing client in employment litigation and mediation matters is required
- Experience in representing educational institutions and experience with school and public sector labor and employment laws preferred

**Education:**

- A Jurist Doctor (JD) degree from an accredited law school and excellent academic credentials are required

**Physical Requirements:**

- Must be physically able to operate a motor vehicle. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a signification degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

**The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**

**Review/Approvals:**

_____ Employee	_____ Date	_____ Immediate Supervisor	_____ Date
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_____ Human Resources	_____ Date
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***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***