



**Secretary of State's Office
Elections Division
Senior Attorney**

Conduct legal research and analyze legal election issues with a focus on state and federal election law compliance.

- Conduct legal research regarding state and/or federal election law.
- Develop and implement a system in which data of statutes, laws, cases, official opinions, charts etc. are utilized daily to respond to election questions and issues.
- Prepare memorandum reflecting research and analyze legal issues.
- Provide counsel to Secretary of State, Assistant Secretary of State for Elections, and staff regarding federal election law compliance.

Development of training materials/topics and provide training to election commissioners, circuit clerks, municipal clerks and party executive committee members.

Perform related or similar duties as required or assigned to disseminate information to the appropriate person and responding to issues required of an attorney.

- Draft correspondence concerning election law and/or procedures.
- Consult with other state and federal government agencies on election matters.

Monitor the use of HAVA programs to ensure that the operation of the programs reflects the purpose of authorizing legislation.

- Review operation of HAVA programs to verify compliance with federal law and relevant grants.
- Special Projects as assigned.

Requirements/Skills:

- Proficient in federal and state election law.
- Knowledge of election processes (campaign finance, lobbying, attorney general opinions, administrative rules).
- Knowledge of elections administration.
- Strong communications skills and writing skills.
- Good public speaking in a training environment.
- Knowledge of federal election law, especially HAVA (preferred but not required).
- Knowledge of federal administrative bodies and law.
- Mississippi Bar Licenses
- Two+ years of practice experience.