

**Secretary of State's Office
Policy & Research Division
Staff Attorney**

Duties include, but are not limited to:

- Oversees the implementation, intake, and monitoring of the public records process for the agency.
- Conducts legal and public policy research and prepares legislation, policy documents, and legal memoranda.
- Contributes to the planning and implementation of Secretary of State task force meetings and provides legal and administrative support as needed.
- Assists the Assistant Secretary of State of Policy and Research with advancing agency supported legislation, including but not limited to testifying at legislative committee meetings and other public hearings.
- Analyzes and develops public policy proposals and provides recommendations to the Secretary of State and Assistant Secretary of State of Policy and Research.
- Represents the Agency and Policy Division at related events and external meetings as needed.
- Assists agency divisions with legal research and drafting of agency regulations.
- Confers with other state and federal agencies concerning rules, regulations, procedures or issues affecting the state and/or Office of the Secretary of State.
- Assists with review of licensing board regulations and related complaints received by the agency.
- Performs other duties as assigned.

Experience/Educational requirements:

- Juris Doctorate degree from an ABA accredited law school.
- Licensed to practice law in the state of Mississippi.
- Strong interpersonal skills and the ability to work in a team environment and build relationships
- Strong oral and written communication skills, including public speaking.
- Proficiency in Microsoft Office products and Westlaw