

General Counsel
Missouri Office of Prosecution Services
Jefferson City, Missouri

Position Summary

The Missouri Office of Prosecution Services (MOPS) seeks an experienced prosecutor and leader to serve as General Counsel. Established pursuant to § 56.750, RSMo, MOPS assists Missouri prosecuting attorneys in the administration of criminal justice throughout the State of Missouri.

The General Counsel serves as the senior legal advisor to MOPS and provides legal guidance, training, research assistance, and operational support to Missouri's elected prosecuting attorneys and their offices in their capacities as prosecutors for the State of Missouri and legal counselors to their respective counties.

The General Counsel functions as a senior executive member of MOPS leadership and serves in general support of the Executive Director in the administration of statewide prosecutorial services, MOPS staff oversight, training operations, and special projects. The successful candidate should be prepared to assume broad leadership responsibilities within the organization and act on behalf of the Executive Director as assigned.

Salary Range

Expected hiring range is \$95,000 – \$115,000, with compensation above that range reserved for candidates with extraordinary qualifications and subject to available funding.

Essential Duties and Responsibilities

General Counsel Functions

- Provide legal research, analysis, and advisory assistance to Missouri prosecuting attorneys and assistant prosecuting attorneys concerning criminal law, procedure, ethics, evidentiary matters, constitutional issues, and matters relating to the statutory duties of prosecuting attorneys.
 - Assist Missouri prosecuting attorneys in their roles as legal counselors to county commissions and county officials.
 - Prepare and review legal memoranda, training materials, model pleadings, policies, manuals, and other prosecutorial resources consistent with the mission of MOPS under § 56.750, RSMo.
 - Assist in the development and presentation of statewide prosecutorial training and continuing legal education programs.
 - Coordinate with state and local criminal justice agencies, professional organizations, and governmental entities on matters affecting Missouri prosecutors.
 - As directed, represent MOPS or other law enforcement agencies on various boards, commissions, task forces, and committees.
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Leadership and Administrative Functions

- Serve as the primary supervisor of MOPS attorneys and assist in managing legal operations of the agency.
- Review requests for prosecution assistance and conflicts and assist with coordination of—and in some cases, provide—special prosecutor services.
- Oversee and approve the recommendations of the MOPS Conviction Review Unit.
- Assist in planning, administration, and execution of MOPS training conferences, trial schools, and other statewide educational programs.
- Serve as a senior advisor to the Executive Director for legal, operational, personnel, and strategic matters.
- Assist the Executive Director with legislative matters, including review of proposed legislation, testimony before legislative committees, and responding to fiscal impact requests.
- Assist with organizational management, policy development, interagency coordination, and special assignments as directed by the Executive Director.
- Perform other related duties consistent with the mission of MOPS.

Minimum Qualifications

- Juris Doctor from an accredited law school.
- Licensed to practice law in Missouri or eligible for prompt admission.
- Significant prosecution experience, preferably in Missouri state courts.
- Significant supervisory, management, or organizational leadership experience.
- Demonstrated knowledge of Missouri criminal law, criminal procedure, and prosecutorial ethics.
- Strong legal research, writing, advocacy, and public speaking skills.
- Ability to work independently and collaboratively with prosecutors, judges, law enforcement agencies, county officials, and governmental partners throughout Missouri.

Preferred Qualifications

- Experience serving in a supervisory role within a Missouri prosecuting attorney's office.
 - Experience supervising attorneys or managing legal operations.
 - Experience developing and conducting legal training programs.
 - Experience handling complex felony litigation, appellate matters, or major investigations.
 - Familiarity with county government operations and the statutory duties of Missouri prosecuting attorneys.
 - Experience with post-conviction review, conviction integrity matters, or criminal justice policy initiatives.
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Work Location and Travel

MOPS offices are located in Jefferson City, Missouri. Remote work within Missouri is permitted, but the successful candidate must be available for frequent overnight travel to Jefferson City, MOPS conferences, and courts and prosecuting attorneys' offices throughout the state.

Application Process

To apply, please submit a cover letter, résumé, and writing sample in PDF format to Ms. Sheila Johnson at Sheila.Johnson@prosecutors.mo.gov no later than June 15, 2026.