



## State of Louisiana Louisiana Motor Vehicle Commission

Jeff Landry  
Governor

Amy Casey  
Executive Director

### **Now Hiring: In-House Attorney Louisiana Motor Vehicle Commission (LMVC)**

The Louisiana Motor Vehicle Commission is seeking a highly skilled, motivated attorney to serve as its **Attorney and primary legal advisor**. This is a unique opportunity for an experienced legal professional to play a central role in shaping the Commission's regulatory, enforcement, and operational decisions while serving a vital public mission.

In this role, the selected attorney will provide independent legal advice, counsel, and representation to the LMVC on a wide range of complex matters. The position offers the opportunity to work at the intersection of administrative law, litigation, regulatory enforcement, legislative analysis, rulemaking, contracts, and public policy. The attorney will represent the Commission in litigation and administrative proceedings, advise leadership and Commissioners on high-profile legal issues, support complaint resolution and informal proceedings, assist with contracts and procurement matters, and help guide the agency through legislative and regulatory developments that directly impact its authority.

This position is ideal for an attorney who is confident working independently, exercises sound judgment under pressure, and is energized by meaningful, mission-driven work. The successful candidate will be a strong writer, a strategic thinker, and a trusted advisor who can navigate complex legal and regulatory issues with professionalism, integrity, and clarity.

#### **What makes the opportunity exciting or unique?**

- Direct impact: Your advice will influence how the Commission regulates, enforces, and modernizes operations across Louisiana's motor vehicle marketplace.
- Variety and visibility: A rare blend of litigation, administrative enforcement, mediation, policy, contracts, and legislative work.
- Mission-driven work: Protect consumers, ensure fair competition, and strengthen regulatory integrity in a complex, fast-moving industry.
- Leadership access: Regular interaction with Commissioners and executive leadership, with meaningful autonomy and responsibility.
- Shaping the future: Opportunity to help improve complaint processes, strengthen rulemaking, and support operational modernization that can define the agency for years.

#### **Salary and Benefits:**

Competitive public sector salary (dependent on experience), participation in the state defined benefit pension system (guaranteed once vested), robust health insurance plans, paid time off (starting at 12 days annual and 12 days sick leave per year, plus approximately 10 state holidays per year), and available participation in the state's deferred compensation program.

**For more information about LMVC, visit:** <https://www.lmvc.la.gov/>

**Please email cover letter and resume to Angela Flannery, [alflannery@lmvc.la.gov](mailto:alflannery@lmvc.la.gov).**

**Any questions regarding the role, please call the office 504-838-5207, and ask for either Amy Casey, Executive Director, or Angela Flannery, HR.**

## **In-House Attorney - Louisiana Motor Vehicle Commission (LMVC)**

The In-House Attorney serves as the Louisiana Motor Vehicle Commission's primary legal advisor and lead counsel, providing independent legal guidance that directly shapes agency operations. This full-time role manages the Commission's most significant legal matters, enforcement actions, administrative and court litigation, complaint resolution and informal proceedings, rulemaking, contracts and procurement support, and legislative analysis, while advising leadership and Commissioners in public-meeting settings.

### **Minimum Qualifications (Required)**

- Juris Doctor (J.D.) from an ABA-accredited law school.
- Active license to practice law in Louisiana and good standing with the Louisiana State Bar Association.
- Three (3) + years of progressively responsible legal experience in administrative law, regulatory enforcement, litigation, or government counsel work (or an equivalent combination that demonstrates comparable depth).
- Demonstrated ability to independently provide legal advice and direction to agency leadership, including recommendations on risk, options, and defensible courses of action.
- Demonstrated proficiency drafting and reviewing complex legal documents, including pleadings, legal memoranda, correspondence, settlement/consent agreements, and contracts.
- Demonstrated experience appearing in administrative tribunals and/or courts (e.g., hearings, motions, evidentiary proceedings, or appeals support).
- Strong knowledge of professional responsibility/ethics and ability to maintain strict confidentiality with privileged and investigative matters.
- Ability to attend public meetings and other required meetings; ability to travel as needed and complete required travel/expense documentation.

### **Preferred Qualifications (Highly Desired)**

- Five (5) + years in government counsel, regulatory enforcement, or board/commission practice.
- Substantial experience with:
  - Administrative adjudication (notice, record building, evidentiary issues, due process in licensing/disciplinary matters).
  - Trial and appellate practice (briefing, oral argument exposure, standards of review).
- Experience supporting or advising a board/commission during public meetings (including navigating open meetings and public records considerations).

- Experience with mediation, facilitation, or informal dispute resolution (formal mediation training/certification preferred).
- Experience with rulemaking and administrative procedure (drafting rules, responding to comments, preparing supporting documentation).
- Experience drafting and analyzing legislation, preparing bill impact analyses, and supporting leadership during a legislative session.
- Experience with public procurement and contracts, including RFPs, professional services, and IT/software agreements.
- Familiarity with motor vehicle dealer/manufacturer regulation (or closely related regulated industries), including licensing, enforcement, consumer complaints, advertising, and sanctions frameworks.

### **Knowledge, Skills, and Abilities**

- Ability to provide timely, practical, legally sound advice with direct operational impact.
- Excellent legal research and writing skills; ability to communicate complex issues clearly to non-lawyers.
- Strong courtroom/hearing presence; ability to manage contested matters professionally.
- Strong organizational skills; ability to manage multiple deadlines and priorities with minimal supervision.
- Sound judgment, diplomacy, and ability to maintain neutrality during informal complaint resolution while protecting enforcement integrity.
- Ability to collaborate with investigators, licensing staff, executive leadership, commissioners, and outside counsel as needed.

## **LMVC Attorney Job Description**

Responsible for independently providing legal direction, advice, assistance, consultation, and representation to the Louisiana Motor Vehicle Commission (LMVC), with direct influence on agency operations.

- Represent the LMVC in litigation and other contested matters involving LMVC licensees or any person or business subject to the Commission's authority, including proceedings before trial and appellate courts and administrative tribunals.
- Provide mediation and facilitate informal resolution of consumer and/or licensee complaints filed with the LMVC against another licensee, with the goal of resolving matters through informal proceedings when appropriate.
- Represent the LMVC during informal and formal proceedings related to complaints against a licensee or any person or business subject to the Commission's authority.
- Represent the agency in procedural and substantive legal and regulatory matters involving combined regulatory and legal issues.
- Prepare, review, and assist in the negotiation of contracts, requests for proposals (RFPs), and other legal documents.
- Draft and review proposed legislation and legislative amendments; analyze proposed legislation to determine potential impacts on the Commission; and provide support to the Commission during the Louisiana Legislative Session, as needed.
- Provide direction and support regarding the interpretation and implementation of new statutes that directly impact the LMVC's regulatory authority and its functions as a Louisiana board/commission.
- Prepare for and support the Commission's rulemaking process through the Division of Administration.
- Attend and participate in all Commission public meetings and any other meetings where legal counsel's attendance is required.
- Conduct legal research and draft pleadings, correspondence, and other documents necessary to perform the duties described above.
- Perform administrative functions related to the position, including required documentation for travel and expenses.
- Advise Commission officials on high-profile and complex legal matters.
- Adhere to all applicable Louisiana State Civil Service policies and all LMVC policies and procedures.