

# Missouri Department of Transportation Job Description

**Job Title:** Assistant Counsel

**Title Code:** R04190

**Salary Grade:** 10

**Exemption Status:** Exempt

**Supervisory Responsibilities:** None

**District/Division:** Central Office – Chief Counsel’s Office

**Effective Date:** 06-01-2023

**Replaces (Effective Date):**

## **General Summary**

The assistant counsel performs legal functions for the Missouri Highways and Transportation Commission (MHTC) and MoDOT.

Responsibilities are performed under moderate supervision.

## **Minimum/Required Qualifications**

- Juris Doctor (JD) degree from a law school accredited by the American Bar Association.
- Admitted member of the Missouri Bar Association.

## **Special Working Conditions/Job Characteristics**

- Maintains attorney-client privilege.
- Cross-trains for desirable experience in both administration and litigation career tracks.
- Job requires occasional, statewide, overnight travel.
- Uses the working title assistant counsel.

## **Examples of Work**

1. Accountable for meeting Chief Counsel’s Office (CCO) goals and performance measures.
2. Researches legal issues; drafts legal memos, opinions, and issue papers.
3. Provides legal advice and counsel to MoDOT staff on various legal issues.
4. Prepares and reviews routine contracts.

5. Assists in representing the MHTC in informal or contested case administrative hearings.
6. Researches and drafts legislation.
7. Prepares routine pleadings, motions, and briefs and may assist as second chair in circuit court or federal district court; assists in the preparation of briefs and motions in appellate courts; and the like.
8. Examines land title commitments; reviews conveyances of real estate for proper description and execution.
9. Serves as CCO member of central office and district teams and task forces.
10. Performs other responsibilities as required or assigned.

**The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.**