

# Missouri Department of Transportation Job Description

**Job Title:** Associate Counsel

**Title Code:** R04194

**Salary Grade:** 11

**Exemption Status:** Exempt

**Supervisory Responsibilities:** Lead Worker

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

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

**Replaces (Effective Date):**

## **General Summary**

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

Responsibilities are performed under general 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.
- Three years of legal work as an attorney.

## **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 titles, associate counsel – administration, associate counsel – litigation, or as assigned by the Chief Counsel.

## **Examples of Work**

1. Accountable for meeting Chief Counsel’s Office (CCO) goals and performance measures.
2. Researches complex legal issues; drafts legal memos, opinions, and issue papers for complex legal issues.

3. Provides legal advice and counsel to MoDOT staff on various difficult and complex legal issues.
4. Prepares and reviews complex contracts.
5. Conducts or represents the MHTC as first or second chair in complex informal or contested case administrative hearings.
6. Prepares pleadings, motions, and briefs and tries as first or second chair complex cases in circuit court or federal district court; prepares and tries as first or second chair complex arbitration cases; prepares briefs and motions and argues cases in appellate courts; and the like.
7. Drafts complex legislation and educates members of the legislature.
8. Assists in training and evaluating staff in trial preparation and technique in substantive law areas.
9. Serves as CCO member to central office and district teams and task forces on complex matters.
10. May serve as lead worker for an assigned substantive law area as assigned by the chief counsel.
11. 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.**