

Missouri Department of Transportation

Code: R04081

Title: Senior Paralegal

Exemption Status: Non-Exempt

Grade: 9

Job Description

Effective Date 07-01-2022

**Replaces
(Effective Date)** 01-01-2013

General Summary The senior paralegal works independently to provide varied and complex legal assistance to attorneys in preparing, reviewing, and summarizing legal documents and conducting legal research. Responsibilities are performed under general supervision.

**Minimum/Required
Qualifications** Bachelor's Degree: Paralegal, Legal Studies, or related field
Four years of experience as a paralegal, including computer experience.

**Supervisory
Responsibilities** Lead Worker Only

Location Central and District Offices - Chief Counsel's Office

**Special Working
Conditions/Job
Characteristics** Job requires occasional, statewide, overnight travel.

Examples of Work

- (1) Conducts research of cases to determine applicability in court; prepares and organizes exhibits and trial notebooks for attorneys.
- (2) Interviews witnesses to obtain written statements and prepare affidavits; locates expert witnesses pertinent to the facts of the case.
- (3) Drafts pleadings, discovery, briefs, jury instructions and other legal documents ensuring compliance with Supreme Court and local court rules.
- (4) Identifies, procures, analyzes and summarizes relevant documentary and physical evidence.
- (5) Attends trials with attorneys, keeps track of testimony, questions, and exhibits introduced and admitted; coordinates scheduling of witnesses; contacts and interviews jurors.
- (6) Prepares necessary closing documents, prepares post-trial pleadings, assists in drafting motions for new trials and notices of appeal; prepares appeal briefs.
- (7) Coordinates, prepares updates for, and tracks state sunshine law requests.
- (8) Prepares draft reports, opinions, contracts, legislation and administrative rules.
- (9) Gathers data to complete surveys received from external sources; initiates surveys relating to law office staffing, organization, and federal and state statutes, compiles results and creates reports and/or computer

generated graphs, charts, tables, etc. for presentation to the highway commission, the governor's office and/or the state legislature.

- (10) Responsible for planning, developing, indexing and updating policy and procedure manuals for the division.
- (11) Performs lead worker responsibilities, which may include providing general instruction, assigning and reviewing work, coaching and training, providing guidance and instruction in the proper and most efficient methods of accomplishing tasks, and providing input to the direct supervisor on staffing decisions and performance management.
- (12) 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.