Missouri Department of Transportation Job Description

Job Title: Legal Office Assistant

Title Code: R03047

Salary Grade: 3

Exemption Status: Non- Exempt

Supervisory Responsibilities: None

District/Division: Central and District Offices - Chief Counsel's Office

Effective Date: 11-16-2025

Replaces (Effective Date): 12-16-2024

General Summary

The legal office assistant performs routine entry-level activities regarding technical and administrative support to the attorneys, paralegals, and to the Chief Counsel's Office including preparing reports, processing legal documents, and maintaining and purging records. Responsibilities are performed under direct supervision.

Minimum/Required Qualifications

- Two years of college or associate's degree in legal studies or related field, **OR**
- Two years of experience providing technical and administrative support in a legal setting.

Special Working Conditions/Job Characteristics

- Job may require occasional, statewide, overnight travel.

Examples of Work

1. Maintains and checks various office reports and records; reviews items for accuracy or data and mathematical computations; consolidates data and prepares various office and personnel reports; records, tabulates, and categorizes items.
2. Inputs, accesses, and establishes computer data files and records.
3. Sorts and distributes incoming mail; prepares outgoing mail and packages.
4. Enters, updates, and manages information in spreadsheets, databases, and other systems with a high degree of accuracy.
5. Answers and directs incoming phone calls.

6. Assists with the organization of division events.
7. Arranges travel and books accommodations for staff.
8. Maintains an inventory of office supplies, anticipates needs, and places orders with vendors.
9. Organizes, coordinates, monitors, gathers documents, and facilitates timely responses to open records requests.
10. Checks, calculates, and prepares invoices for payment processing.
11. May serve as a backup to executive assistant or office agent.
12. Performs other responsibilities as required or assigned.