

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: 12-01-2024

Replaces (Effective Date): 06-01-2023

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.
- This title requires advanced accreditation or licensure which is only available to holders of specific postsecondary degrees.

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.