

Missouri Department of Transportation Job Description

Job Title: Assistant Regional Counsel

Title Code: R04191

Salary Grade: 13

Exemption Status: Exempt

Supervisory Responsibilities: Supervisory

District/Division: Central and District Offices – Chief Counsel’s Office

Effective Date: 07-01-2026

Replaces (Effective Date):

General Summary

The assistant regional counsel provides legal advice and counsel to department and district staff on a wide range of legal issues and assists with litigation matters within the Regional Counsel Office. The position supports the regional counsel in case preparation, legal research, negotiations, and related activities that advance the department’s legal interests. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- Juris Doctor degree from an American Bar Association-accredited law school.
- Member of the Missouri Bar Association.
- Six years of legal experience as an attorney.

Special Working Conditions/Job Characteristics

- Maintains attorney-client privilege and handles sensitive legal matters responsibly.
- Supervises paralegal and executive assistant staff in Regional Counsel’s absence.
- Requires occasional, statewide, overnight travel.
- Litigation experience in condemnation/inverse condemnation and tort liability cases preferred.
- Supervisory experience preferred.
- Experience assisting with case preparation, trial support, or legal research preferred.

Examples of Work

1. Prepares and tries or argues a diverse variety of cases that may be complex, sensitive, or high profile with high risk or unique legal questions.

2. Litigates cases in the practice areas of risk management and dangerous conditions of public property claims.
3. Assists with acquiring property rights for the agency using the eminent domain process.
4. Conducts legal research, drafts pleadings, briefs, and motions; supports case strategy development.
5. Assists in developing and training witnesses for litigated matters.
6. Works closely with district staff as the legal resource on project development, risk management, and human resources matters; provides counsel and advice to district staff; develops and trains witness for litigated matters.
7. Assists in preparation and presentation of seminars for chief counsel's office staff.
8. Provides legal advice and counsel to the district engineer and staff on various complex, sensitive, or high-profile legal matters and policies as requested and provides appropriate and timely responses.
9. Responds to inquiries from the public or facilitates timely responses.
10. Performs supervisory responsibilities.
11. Performs other responsibilities as required or assigned.