

Missouri Department of Transportation Job Description

Job Title: District Office Services Supervisor

Title Code: R03010

Salary Grade: 7

Exemption Status: Non-Exempt

Supervisory Responsibilities: Full Supervision

District/Division: District Offices – Right of Way; Chief Counsel's Office

Effective Date: 09-01-2025

Replaces (Effective Date): 07-01-2022

General Summary

The district office services supervisor is responsible for the office services of the Right of Way Office or Chief Counsel's Office at the district level. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- Two years of college or Associate's Degree: Accounting, Human Resources Management or related field.
- Five years of experience with the department in right of way acquisition, legal office, or related area.

Special Working Conditions/Job Characteristics

Examples of Work

1. Supervises the office services and legal description writing functions performed within a district Right of Way Office; assists with reviewing design plans for right of way acquisition and works with the design staff to ensure plans include the proper identification in order to prepare legal descriptions.
2. Supervises the office services and paralegal activities performed within a Regional Counsel's Office.
3. Orders last deeds of record, title commitments, title commitment updates and title insurance; ensures proper ownerships on plans.
4. Requisitions supplies and materials; performs notary public duties; prepares office budget; monitors expenditures.

5. Prepares responses to general correspondence; answers questions and inquiries from department personnel or the general public by evaluating the request for information needed and routing inquiries to appropriate personnel.
6. Receives incoming mail and/or right of way plans and routes to appropriate personnel.
7. Reviews the activities of, and assigns work to clerical staff; trains and assists as required; may recommend employment of staff when vacancies occur.
8. May maintain right of way parcel acquisition database.
9. May manage business assets in Regional Counsel's Office that includes consumable inventory, invoice processing, payroll, benefits information, accounts receivables, payables, and fixed assets.
10. Performs supervisory responsibilities.
11. Performs other responsibilities as required or assigned.