

Missouri Department of Transportation Job Description

Job Title: Law Clerk

Title Code: R04192

Salary Grade: 9

Exemption Status: Exempt

Supervisory Responsibilities: None

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

Effective Date: 07-01-2026

Replaces (Effective Date):

General Summary

The law clerk provides legal research, analytical support, and administrative assistance to division attorneys handling matters related to project development, risk management, and human resources matters. This role supports the preparation of legal documents and assists in case development. Responsibilities are performed under direct supervision.

Minimum/Required Qualifications

- Juris Doctor degree from an American Bar Association-accredited law school.

Special Working Conditions/Job Characteristics

- Maintains attorney-client privilege.
- Requires occasional, statewide, overnight travel.
- Strong research, analytical, and writing skills preferred.
- Ability to communicate clearly and work collaboratively with multidisciplinary teams preferred.
- Proficiency with legal research tools and standard office software preferred.
- Ability to manage multiple assignments and meet deadlines in a fast-paced environment preferred.

Examples of Work

1. Conducts legal research on federal and state transportation laws, administrative regulations, and relevant case precedents.
2. Drafts memoranda, briefs, legislative summaries, and other legal documents for attorney review.

3. Assists attorneys with preparation of administrative hearings, litigation materials, and discovery responses.
4. Reviews contracts, agreements, and procurement documents for compliance with applicable laws and agency policies.
5. Analyzes proposed legislation or regulatory changes and summarizes potential impacts on agency operations.
6. Maintains and organizes legal files, case records, and research databases.
7. Supports attorneys in responding to public records requests in accordance with governing statutes.
8. Collaborates with internal divisions to gather information needed for legal analysis.
9. Monitors deadlines, hearings, and filings to ensure timely submissions.
10. Performs other responsibilities as required or assigned.