

Missouri Department of Transportation

Code: R03047

Title: Legal Assistant

Exemption Status: Non-Exempt

Grade: 3

Job Description

Effective Date 12-01-2024

**Replaces
(Effective Date)** 07-01-2022

General Summary The legal assistant performs routine entry-level activities regarding technical and administrative support to the attorneys, paralegals, and to 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.

**Supervisory
Responsibilities** None

Location Central and District Offices - Chief Counsel's Office

**Special Working
Conditions/Job
Characteristics** Job may require occasional, statewide, overnight travel.

Examples of Work

- (1) Maintains and checks various office reports and records for compliance with office requirements; reviews items for accuracy or data and mathematical computations; consolidates data and prepares various office and personnel reports; records, tabulates and categorizes items.
- (2) Maintains office/legal library files that include records, office manuals, and books relative to legislative activities, litigation, administration, and legal research; maintains other files as needed.
- (3) Inputs, accesses, and establishes computer data files and records.
- (4) Maintains docket control system by calendaring dates to ensure that deadlines are met.
- (5) Trains and directs the work of other secretarial or clerical personnel.
- (6) Serves as backup to executive assistant or office agent.
- (7) May do research and secure requested case materials using library materials; retrieves files, manuals, books, and records; may search files, manuals, books, and records for specific items as requested.
- (8) May assist in the drafting of draft pleadings, briefs, bills, administrative rules, agreement contracts, deeds, and other documents.

- (9) May compose correspondence reports, proposals, and related documents; works from rough drafts, shorthand notes, or dictating equipment; proofreads completed work for accuracy and content; generates computer graphs, PowerPoint presentations, charts and reports, litigation exhibits; verifies data and the accuracy of data.
- (10) Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.