Missouri Department of Transportation

Code: R04084   **Title: Paralegal**

Exemption Status: Non-Exempt   **Grade: 7**

Job Description

Effective Date	07-01-2022
Replaces (Effective Date)	04-01-2006
General Summary	The paralegal assists attorneys in preparing, reviewing, and summarizing legal documents, conducting extensive legal research, interviewing witnesses, and performing administrative duties as assigned. Responsibilities are performed under direct supervision.
Minimum/Required Qualifications	Bachelor's Degree: Paralegal, Legal Studies, or related field.
Supervisory Responsibilities	None
Location	Central and District Offices - Chief Counsel's Office
Special Working Conditions/Job Characteristics	Job may require occasional, statewide travel.

Examples of Work

(1)   Reviews and summarizes legal records and transcripts.

(2)   Investigates and interviews witnesses; gathers supporting documents relating to witness testimony.

(3)   Conducts legal research, fact investigation and analysis; prepares summary and chronology of facts in cases.

(4)   Assists in the drafting of pleadings, discovery, and other legal documents; prepares legal reports and exhibits.

(5)   Researches, prepares, drafts, reviews, organizes and summarizes both legal and non-legal documents.

(6)   Prepares draft administrative rules for inclusion in the Secretary of State's computer system.

(7)   May attend depositions and trials with attorneys; assists in keeping track of testimony, questions, and exhibits; summarizes depositions; contacts and interviews jurors.

(8)   May coordinate, prepare updates for, and track state sunshine law requests.

(9)   May serve as law librarian; adds/requests up-to-date literature, texts, and pamphlets.

(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.