Missouri Department of Transportation Job Description

Job Title: Legal Office Manager

Title Code: R04088

Salary Grade: 9

Exemption Status: Exempt

Supervisory Responsibilities: Full Supervision

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

Effective Date: 10-16-2025

Replaces (Effective Date): 12-16-2024

General Summary

The legal office manager supervises the secretarial and paralegal staff of the Chief Counsel's Office and coordinates the division's personnel, budgetary and facilities management activities statewide. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Accounting, Business, Human Resources, or related field, **AND** four years of experience in accounting, business, or human resources positions, **OR**
- Eight years of experience in accounting, business, or human resources positions.

Special Working Conditions/Job Characteristics

- Job requires occasional, statewide travel.

Examples of Work

1. Schedules, assigns work to, and trains assigned staff including paralegals; reviews progress and accuracy of work; recommends employment of staff when vacancies occur; establishes work priorities of employees; conducts performance reviews.

2. Prepares annual budget statewide; monitors expenditures, and notifies supervisor if expenditures exceed allocations.

3. Serves as liaison with the regional counsel offices on office facilities, operations, procedures, expenditures, and related issues.

4. Prepares or reviews payroll, personnel, and accounting forms, expense accounts, time sheets and other items.

5. Prepares and/or supervises the preparation and maintenance of routine and special reports, and the development and maintenance of electronic databases, reports, and graphics.

6. Prepares responses to general correspondence or telephone inquiries; supervises the maintenance of the legal library.

7. Serves as insurance representative for Chief Counsel's Office staff statewide, handling employee benefit questions, paperwork, routine correspondence, refunds and manual payments.

8. Attends and participates in management team meetings for the Chief Counsel's Office, providing monthly staffing reports, presentations, and additional requested items per agenda.

9. Performs supervisory responsibilities.

10. Performs other responsibilities as required or assigned.