

# Missouri Department of Transportation Job Description

**Job Title:** Paralegal

**Title Code:** R04084

**Salary Grade:** 7

**Exemption Status:** Non-Exempt

**Supervisory Responsibilities:** None

**District/Division:** Central and District Offices – Chief Counsel’s Office

**Effective Date:** 12-16-2024

**Replaces (Effective Date):** 12-01-2024

## **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, **OR**
- Four years of experience as a paralegal, including computer experience.

## **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.