

Missouri Department of Transportation Job Description

Job Title: Intermediate Paralegal

Title Code: R04085

Salary Grade: 8

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 intermediate paralegal works independently to provide varied and moderately complex legal assistance to attorneys in preparing, reviewing, and summarizing legal documents and conducting legal research. Responsibilities are performed under moderate supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Paralegal, Legal Studies, or related field, **AND** two years of experience as a paralegal, including computer experience, **OR**
- Six years of experience as a paralegal, including computer experience.

Special Working Conditions/Job Characteristics

- Job requires occasional, statewide, overnight travel.

Examples of Work

1. Conducts research of cases to determine applicability in court; prepares and organizes exhibits and trial notebooks for attorneys.
2. Interviews witnesses to obtain written statements and prepare affidavits; locates expert witnesses pertinent to the facts of the case.
3. Drafts pleadings, discovery, briefs, jury instructions and other legal documents ensuring compliance with Supreme Court and local court rules.

4. Identifies, procures, analyzes and summarizes relevant documentary and physical evidence.
5. Attends trials with attorneys, assists in keeping track of testimony, questions, and exhibits introduced and admitted; coordinates scheduling of witnesses; contacts and interviews jurors.
6. Prepares necessary closing documents, prepares post-trial pleadings, assists in drafting motions for new trials and notices of appeal; assists in preparation of appeal briefs.
7. Coordinates, prepares updates for, and tracks state sunshine law requests.
8. Prepares draft reports, opinions, contracts, legislation, and administrative rules.
9. Gathers data to complete surveys received from external sources; initiates surveys relating to law office staffing, organization, and federal and state statutes, compiles results and creates reports and/or computer generated graphs, charts, tables, etc. for presentation to the highway commission, the governors' office and/or the state legislature.
10. Responsible for planning, developing, indexing, and updating policy and procedure manuals for the division.
11. Performs other responsibilities as required or assigned.