

Missouri Department of Transportation Job Description

Job Title: Senior Paralegal

Title Code: R04081

Salary Grade: 9

Exemption Status: Non-Exempt

Supervisory Responsibilities: Lead Worker Only

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

Effective Date: 12-16-2024

Replaces (Effective Date): 12-01-2024

General Summary

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

Minimum/Required Qualifications

- Bachelor's Degree: Paralegal, Legal Studies, or related field, **AND** four years of experience as a paralegal, including computer experience, **OR**
- Eight 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, keeps 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; prepares 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 governor's office and/or the state legislature.
10. Responsible for planning, developing, indexing, and updating policy and procedure manuals for the division.
11. Performs lead worker responsibilities, which may include providing general instruction, assigning and reviewing work, coaching and training, providing guidance and instruction in the proper and most efficient methods of accomplishing tasks, and providing input to the direct supervisor on staffing decisions and performance management.
12. Performs other responsibilities as required or assigned.