

Missouri Department of Transportation Job Description

Job Title: Associate Counsel

Title Code: R04194

Salary Grade: 11

Exemption Status: Exempt

Supervisory Responsibilities: Lead Worker

District/Division: Central Office – Chief Counsel’s Office

Effective Date: 09-01-2025

Replaces (Effective Date): 12-01-2024

General Summary

The associate counsel performs legal functions for the Missouri Highways and Transportation Commission (MHTC) and MoDOT. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- Juris Doctor (JD) degree from a law school accredited by the American Bar Association.
- Admitted member of the Missouri Bar Association.
- Two years of legal work as an attorney.

Special Working Conditions/Job Characteristics

- Maintains attorney-client privilege.
- Cross-trains for desirable experience in both administration and litigation career tracks.
- Job requires occasional, statewide, overnight travel.
- Uses the working titles, associate counsel – administration, associate counsel – litigation, or as assigned by the Chief Counsel.
- This title requires advanced accreditation or licensure which is only available to holders of specific postsecondary degrees

Examples of Work

1. Accountable for meeting Chief Counsel's Office (CCO) goals and performance measures.
2. Researches complex legal issues; drafts legal memos, opinions, and issue papers for complex legal issues.
3. Provides legal advice and counsel to MoDOT staff on various difficult and complex legal issues.
4. Prepares and reviews complex contracts.
5. Conducts or represents the MHTC as first or second chair in complex informal or contested case administrative hearings.
6. Prepares pleadings, motions, and briefs and tries as first or second chair complex cases in circuit court or federal district court; prepares and tries as first or second chair complex arbitration cases; prepares briefs and motions and argues cases in appellate courts; and the like.
7. Drafts complex legislation and educates members of the legislature.
8. Assists in training and evaluating staff in trial preparation and technique in substantive law areas.
9. Serves as CCO member to central office and district teams and task forces on complex matters.
10. May serve as lead worker for an assigned substantive law area as assigned by the chief counsel
11. Performs other responsibilities as required or assigned.