

# Missouri Department of Transportation Job Description

**Job Title:** Senior Associate Counsel

**Title Code:** R04193

**Salary Grade:** 12

**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 senior 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.
- Five 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, senior associate counsel – administration, senior associate counsel – litigation, senior associate counsel – legislation, 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 or high profile legal issues.
3. Provides legal advice and counsel to MoDOT staff on various complex or high profile legal issues.
4. Prepares and reviews complex contracts.
5. Conducts or represents the MHTC in complex informal or contested case administrative hearings.
6. Prepares pleadings, motions, and briefs and tries complex or high profile cases as first or second chair in circuit court and/or federal district court; prepares and tries will little or no supervision complex or high profile arbitration cases; prepares briefs and motions and argues complex or high profile cases in appellate courts; and the like.
7. Drafts complex or high profile legislation and educates members of the legislature.
8. Assists in training and evaluating staff in trial preparation and technique on complex 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.