



## LEGAL JOB FAMILY

### CAREER PATH

Positions in this family provide support to legal technical experts and attorneys or serve as legal counsel within the agency.

#### Typical functions

The functions within this job family will vary by level, but may include the following:

- ❖ Preparation of legal documents.
- ❖ Performing legal research and drafting legal correspondence.
- ❖ Coordinating work assignments and training legal support staff.
- ❖ Serving as the agency's legal advisor.

The work assigned to positions in this series ranges from providing and coordinating administrative legal support to researching and investigating legal matters and/or management of the legal activities within the agency.

#### Legal Assistant

**Pay grade: 21**

This is a first-level legal support position responsible for assisting in the preparation of legal documents, scheduling meetings, and preparing reports. Under the guidance and direction of an attorney, an employee performs research on legal issues, files legal documents, and drafts legal instruments and correspondence.

**Minimum Requirements** *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Associate's degree from an accredited institution and two years experience in a legal environment.

#### Paralegal

**Pay grade: 23**

This is a second-level legal support position accountable for performing legal research and drafting legal instruments and correspondence under the general direction of an attorney. An employee in this position is accountable for researching legal issues, investigating facts, and assisting attorneys in drafting and filing legal documents, and pursuing legal matters. A Paralegal may also supervise lower-level staff.



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**Minimum Requirements** *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Associate's degree from an accredited institution, one year of relevant experience, and a paralegal certification.

### Legal Office Manager

**Pay grade:** 28

This is a managerial position responsible for the overall management and quality assurance of programs or processes within a legal environment, which may include the supervision of lower-level professional staff. An employee is responsible for workflow and case file management, overseeing and completing discoveries in litigation, reviewing contracts and memorandums of understanding as it pertains to legal review and issues. This position acknowledges the priorities of the General Counsel and Deputy General Counsel and is responsible for ensuring successful process management and efficiency within the legal office. An employee may perform the activities of higher-level professionals including project management and policy recommendation within a specified area. When supervising employees, supervision includes hire recommendations, training, planning and assigning work, performance assessment, coaching, and progressive discipline. In addition, incumbents will be expected to have the knowledge and skills to perform and review the work overseen.

**Minimum Requirements** *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Bachelor's degree from an accredited institution or Paralegal Certification; AND five years of relevant experience in a legal office setting or seven years relevant experience in legal concepts with the Missouri State Highway Patrol.

### Legal Counsel (Associate Counsel)

**Pay grade:** N/A

This position is accountable for researching, drafting appropriate correspondence, and providing legal advice and counsel on various complex legal issues, as well as meeting a legal department's goals and performance measures. This position conducts or represents an agency in complex informal or contested case administrative hearings. An employee is responsible for preparing pleadings, motions, and briefs, as well as representing the agency before a judicial body upon request. Work also includes assisting in agency training and evaluation of staff in trial preparation



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and technique. The employee must exercise independent judgment and discretion in contacts with others. General supervision is received from the immediate supervisor.

**Minimum Requirements** *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Possess a Juris Doctorate, possess a Bachelor's degree from an accredited law school, and be licensed to practice law in Missouri.

#### **Legal Counsel (Deputy General Counsel)**

**Pay grade:** N/A

This responsible professional position serves as a legal advisor for the Missouri State Highway Patrol. This position provides a full range of legal guidance, advice, and counsel for all matters affecting the Patrol, and may, upon request and approval by the Superintendent, represent the Patrol before a judicial body. Work includes conducting research, preparing legal opinions, drafting internal policies for the agency, and counseling and/or advising personnel in relation to their duties as required by Missouri and federal laws. An employee is accountable for ensuring compliance with all state and federal laws, rules, and regulations, as well as providing legal guidance regarding the implementation of Patrol programs. General direction is received from a superior, but considerable independent judgment and discretion must be exercised, and the employee is given latitude for using independent judgment and initiative in attaining overall objectives.

**Minimum Requirements** *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Possess a Juris Doctorate, possess a Bachelor's degree from an accredited law school, and be licensed to practice law in Missouri.

Preference may be given to those possessing experience in contract, expungement, employment and/or Sunshine law.

#### **Legal Counsel (General Counsel)**

**Pay grade:** N/A



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This responsible professional position serves as the chief legal advisor for the Missouri State Highway Patrol. This position provides a full range of legal guidance, advice, and counsel for all matters affecting the Patrol, and may, upon request and approval by the Superintendent, represent the Patrol before a judicial body. Work includes conducting research, preparing legal opinions, drafting rules and regulations for the agency, and counseling and/or advising personnel in relation to their duties as required by Missouri and federal laws. An employee is accountable for ensuring compliance with all state and federal laws, rules, and regulations, as well as providing legal guidance regarding the implementation of Patrol programs. The employee must exercise independent judgment and discretion in contacts with others. Work is performed under minimal supervision with considerable independent judgment, decision making, and discretion required.

**Minimum Requirements** *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Possess a Juris Doctorate, possess a Bachelor's degree from an accredited law school, and be licensed to practice law in Missouri.

Preference may be given to those possessing experience in contract, expungement, employment and/or Sunshine law.

### **ADDITIONAL INFORMATION**

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a background investigation and Patrol administered drug test. The Missouri State Highway Patrol is a Drug Free Workplace.

Employees must be a United States Citizen, or a legal resident of a country participating in the Visa Waiver Program (VWP).



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**Minimum Requirements specific to the Legal Job Family that may apply and are dependent on assigned areas of responsibility:**

- ❖ Must reside within a 50 nautical mile radius of General Headquarters in Jefferson City, Missouri, within six months of employment.
- ❖ Must possess proof of licensure with the Missouri Bar Association.
- ❖ Must attend and successfully pass Police Instructor School within twelve (12) months of appointment.

**EEO STATEMENT:** The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, age, national origin, veteran status, ancestry, sexual orientation, or disability.

Click [HERE](#) to view our employee benefits.

To be eligible for employment with the Patrol, applicants must meet all dress and appearance requirements. Click [HERE](#) for more details about dress and appearance requirements.

**Effective:** 07/01/2024

**Reviewed:** 07/01/2024

**Revised:** 8/21/2025