



Classification: General Counsel

Title Code: V09875

Pay Range:

POSITION SUMMARY: This is a responsible professional position where the employee serves as the chief legal advisor for the Missouri State Highway Patrol. The general counsel provides a full range of legal guidance, advice, and counsel for all matters affecting the Patrol. General counsel may, upon request and approval by the Superintendent, represent the Patrol before a judicial body. The employee conducts research, prepares legal opinions, drafts rules and regulations for the Patrol, and counsels and/or advises personnel in relation to their duties as required by Missouri and federal laws. The employee provides legal guidance regarding the implementation of Patrol programs. Work is performed under the direction of the Assistant Superintendent.

DESCRIPTION OF DUTIES PERFORMED: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Provides oral and written legal opinions on laws, constitutional provisions, administrative regulations, court decisions, and other precedents impacting the Patrol's policies and operational procedures.

Provides oral and written legal advice on interpretation or application of criminal law or procedure in the areas of arrest, search and seizure, and administrative matters.

Reviews Patrol regulations, operational guidelines, contracts, memoranda of understanding, inter- and intra-agency agreements, proposed legislation, and other legal documents.

Provides responses to inquiries by employees and federal, state, and local officials about the Patrol policies and practices, and the statutes and regulations it enforces.

Reviews lawsuits filed against the Patrol and coordinates with the Office of Attorney General to prepare cases for trial or appeal.

Provides counsel as needed to the Custodian of Records regarding Sunshine Laws, subpoenas, and court orders.

Provides counsel as needed to the Criminal Justice Information Services Division on legal matters including, but not limited to, Missouri's Sex Offender Registry and Petitions for Expungement.

Reviews cases prepared by the Professional Standards Division and assist with administrative hearings.

Attends various conferences, seminars, training sessions, and staff meetings as deemed necessary.

Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Qualified applicants must possess excellent analytical, interpersonal, written, verbal and organizational skills. Applicants must have litigation and administrative hearing experience, and experience in legal research.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED: (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.)

Graduation from an accredited law school, must be licensed to practice law in Missouri, and possess at least four years experience in civil and criminal law in both trial and appeals.

NECESSARY SPECIAL REQUIREMENTS: Must relocate within a fifty (50) nautical mile radius of General Headquarters in Jefferson City, Missouri, within six months of employment.

FLSA STATUS: Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed by the assistant superintendent; however, working hours are subject to change at the discretion of the commanding authority.