



LEGAL JOB FAMILY

CAREER PATH

Legal Counsel (Associate Counsel)

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

Knowledge, Skills, and Abilities

In addition to those identified in the previous levels within this career path:

Working knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of all assigned areas of legal support, as well as the laws, principles, and practices as they are related to implementation within the agency.

Working knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of the agency's policies, procedures, rules, and regulations in the performance of duties.

Working knowledge of and the ability to demonstrate successful use of computer equipment and associated software/databases in the performance of duties.

Possess and demonstrate successful communication skills in English via all modes of communication.

Possess and demonstrate successful management and prioritization of work within predetermined deadlines and stressful/adverse situations.

Possess and demonstrate the ability to successfully work as a team member and positively interact with a variety of people, as well as work hours as assigned.

Ability to demonstrate successful performance in the training and mentoring of junior staff.



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Ability to demonstrate successful performance in the development of short and long-range plans that meet established objectives and contribute to the overall goals and mission of the agency. Ability to demonstrate successful performance in the development of presentations and training programs, as well as in presenting and training others in the performance of duties.

Ability to demonstrate successful performance in the research, gathering, correlating, and analyzing of facts to develop statistical reports, charts, recommendations, and/or solutions in the performance of duties.

Ability to demonstrate successful performance and adherence to the rules of conduct for Patrol employees in accordance with General Order 26-02, as well as all other applicable agency policy and procedures.

Ability to demonstrate successful performance and adherence to policy and procedure in the care and maintenance of restricted and confidential information in the performance of duties.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.)

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.

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

Requirements 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.



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- ❖ Must attend and successfully pass Police Instructor School within twelve (12) months of appointment.

Necessary Special Requirements

Documented successful completion of at least 26 hours of professional skill development and leadership training each calendar year.

Possess and maintain membership with at least one organization as it relates to assigned area of responsibility.

Possess and maintain certification with at least one organization as it relates to assigned area of responsibility.

Pay grade: N/A

FLSA Status: Exempt

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

Effective: 07/01/2024

Reviewed: 07/01/2024

Revised: --