



**Classification:** Legal Counsel

**Title Code:** V09734

**Pay Range:**

**POSITION SUMMARY:** This is a responsible professional position where the employee 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. 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 will work to ensure compliance with all state and federal laws, rules, and regulations, as well as provides legal guidance regarding the implementation of Patrol programs. The employee must exercise independent judgment and discretion in contacts with others. General supervision is received from the immediate supervisor.

**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 related work 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.

Knowledge of Patrol policies, procedures, rules, and regulations.

Ability to work as a team member and positively interact with a variety of people, including administrative staff, employees, applicants, and the public.

Ability to manage and prioritize a large amount of work within predetermined deadlines.

Ability to effectively handle stressful and adverse situations.

Ability to exercise judgement and discretion in the performance of duties.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

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.).

Ability to work hours as assigned.

**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 American Bar Association accredited law school and must be licensed to practice law in Missouri.

Preference may be given to those possessing experience in civil and/or criminal law in both trial and appeals.

**NECESSARY SPECIAL REQUIREMENTS:** 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.

**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.