



Classification: Legal Counsel
Title Code: V09875
Pay Range: - -

POSITION SUMMARY: This is a responsible professional position where the employee serves as legal advisor to the Missouri State Highway Patrol. Legal counsel is provided for matters affecting the Patrol and includes (but not limited to) trials and appeals. The employee conducts research and 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 assist the Patrol in the legal aspects related to implementation of various programs. Work is performed under the direction of the Assistant Superintendent's office and DPS General Counsel.

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, proposed legislation and other legal documents; provides responses to inquiries by employees, federal, state, and local officials about the Patrol policies and practices, and the statutes and regulations it enforces.

Reviews lawsuits filed against the Patrol; Works 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.

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.

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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.