



Classification: Research Specialist

Title Code: V00677

Pay Range: 22

POSITION SUMMARY:

This is a technical administrative position where the employee primarily conducts research and provides analytical support to the assistant superintendent and individuals providing legal assistance to the Patrol, to include the Department of Public Safety (DPS) General Counsel and the Attorney General's Office (AGO). An employee in this position assists with tracking sunshine law requests and responses, rulemaking proposals and reviews of legislative proposals and fiscal notes. Considerable independent judgment is expected in the performance of routine duties.

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.)

Maintains a comprehensive list of all legal matters being handled for the Missouri State Highway Patrol (MSHP) in coordination with the Attorney General's Office.

Assists in preparing a litigation report for staff meetings.

Coordinates responses to the AGO's requests for records, affidavits, and information responsive to litigation discovery requests.

Maintains and updates legal case files.

Ensures compliance of legal case files with the record retention schedules of the state of Missouri and the MSHP.

Assists the assistant superintendent and Patrol legal counsel with tracking and coordinating responses to sunshine law requests for records in law-enforcement sensitive areas.

Works with various MSHP divisions to coordinate formatting the proposed rulemaking for review by administrative staff, to include a review of cost estimates, fiscal notes, and small business impact, when required, for proposed rules.

Assists with finalizing MSHP rulemaking proposals for the Code of State Regulations (CSRs).

Tracks the Missouri Register and the Code of State Regulations publication schedule and responds, as appropriate, to comments regarding MSHP proposed rules.

Assists with a periodic review of all MSHP promulgated CSRs.

Coordinates periodic training on drafting and filing proposed rules, as appropriate.

Assists with legislative and legal reviews of legislative proposals, including analysis of and comments to fiscal notes.

Maintains close communication with the AGO, the Criminal Justice Information Services (CJIS) Division, and other involved entities regarding expungements.

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Utilizes various resources to conduct research into MSHP legal and procedural matters.

Prepares ad hoc reports and standard reports for Patrol Staff and other administrative personnel.

Facilitates follow-up communications with various entities regarding risk management and collection issues.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of the rulemaking process established by statute and implemented by the Secretary of State's office.

Working knowledge of Missouri Case.net and other litigation tracking databases and software.

Working knowledge of legislative bill tracking processes.

Working knowledge of basic accounting principles.

Working knowledge of expungements and the CJIS process involving such.

Working knowledge of the Sunshine Law as it relates to Patrol activities and processes.

Working knowledge of various research methods and resources.

Working knowledge of legislative and budgeting processes.

Working knowledge of the criminal justice system and associated information systems.

Ability to read, understand, and apply statutes, regulations, and agency policies.

Possess advanced analytical and interpretative skills to relate information and specifications to a varied audience.

Ability to interpret and analyze complex statistical and financial data.

Ability to research topics via Internet and library searches with a high degree of resourcefulness and accuracy.

Ability to assist in the preparation and presentation of informational seminars and training workshops

Ability to verify documents and reports produced and received, and take proper steps to reconcile errors.

Ability to locate and assemble information necessary to complete work assignments.

Ability to work on several projects simultaneously.

Ability to make decisions in accordance with statutory and department regulations, policies and procedures, and apply these to work problems.

Ability to work with the pressure of deadlines.

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Ability to accurately review and analyze information requests.

Ability to accurately prepare fiscal notes and legislation reviews.

Ability to prepare and interpret standard accounting and ad hoc reports, statements, and statistics.

Ability to operate a personal computer and create and interpret complex information, including spreadsheets and other data.

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

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

Ability to perform job-related travel.

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 independently with general supervision.

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.)

Possess at least five years experience with the Missouri State Highway Patrol in an administrative position performing advanced technical work.

AND

Possess a four-year degree in Criminal Justice, Finance, Accounting, Business Administration, Legal Studies, or related field (comparable work experience in finance/accounting, criminal justice administration, or courts administration, may be substituted on a year-for-year basis for the required education).

NECESSARY SPECIAL REQUIREMENTS: Must successfully complete training in the areas of Rulemaking (presented by the Secretary of State's office), Sunshine Law compliance, and other areas as appropriate.

FLSA STATUS: Non-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.