

Posting Date: August 22, 2025



Closing Date: Until Filled

ASSISTANT SUPERINTENDENT'S OFFICE

CAREER OPPORTUNITY BULLETIN

JOB ID: 2706

LEGAL JOB FAMILY

POSITION AVAILABLE: Legal Office Manager

SALARY RANGE (semi-monthly): The minimum starting salary for a Legal Office Manager is \$2,872.00; however, salary may be commensurate with experience.

Click [HERE](#) to view our employee benefits.

OFFICIAL DOMICILE: Jefferson City, Missouri

POSITION DESCRIPTION: This is a managerial position responsible for the overall management and quality assurance of programs or processes within a legal environment, which may include the supervision of lower-level professional staff. An employee is responsible for workflow and case file management, overseeing and completing discoveries in litigation, reviewing contracts and memorandums of understanding as it pertains to legal review and issues. This position acknowledges the priorities of the General Counsel and Deputy General Counsel and is responsible for ensuring successful process management and efficiency within the legal office. An employee may perform the activities of higher-level professionals including project management and policy recommendation within a specified area. When supervising employees, supervision includes hire recommendations, training, planning and assigning work, performance assessment, coaching, and progressive discipline. In addition, incumbents will be expected to have the knowledge and skills to perform and review the work overseen. This position is classified as exempt under the Fair Labor Standards Act.

Click [HERE](#) for a more detailed job description.

APPLICATION PROCEDURE: Individuals, including current Patrol employees, interested in this position must visit our website at <https://statepatrol.dps.mo.gov/> to complete and submit an [application](#) prior to the application deadline. Positions requiring educational qualifications require all interested applicants to upload a copy of their college transcripts to the online application system. Resumes will not be accepted in lieu of the application. Individuals who have previously completed an application must access their profile in the system to re-apply.

Interviews will be scheduled as applications are reviewed.

ADDITIONAL INFORMATION: Final selection may be based upon several factors, e.g., results of an oral interview, written examination or exercise, review of past work performance, performance evaluations, and/or candidate's possession of the knowledge, skills, and abilities deemed necessary for successful performance in the job.



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Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a background investigation and Patrol administered drug test. The Missouri State Highway Patrol is a Drug Free Workplace.

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

To be eligible for employment with the Patrol, applicants must meet all dress and appearance requirements. Click [HERE](#) for more details about dress and appearance requirements.

EEO STATEMENT: The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, age, national origin, veteran status, ancestry, sexual orientation, or disability.

FACILITATOR: Kalena Branson (573) 526-6340 kalena.branson@mshp.dps.mo.gov