

MISSOURI DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY ANNOUNCEMENT

Closed

Date Posted: 12/12/2016
Application Deadline: 01/12/2017
Job Post ID: 9237
Job Title: Attorney
Min Monthly Salary: \$3596.00
Number Positions: 1
Location: SW District - 3025 E. Kearney, Springfield, MO
District/Division: Central Office / Chief Counsel's Office
Human Resources Contact Number: 573-751-8478

Notice: The deadline to apply for this position is January 12, 2017 at 11:55 p.m.

General Summary:

Performs legal functions for MHTC and MoDOT.
Serves at the pleasure of the Chief Counsel.

Minimum/Required Qualifications:

J.D. Degree
Admission to the Missouri Bar

Supervisory Responsibilities:

None

Special Working Conditions/Job Characteristics:

Maintains attorney-client privilege.
Excellent writing skills are preferred.
Work involves flexible, sometimes long hours.
Overnight travel involved instate and out of state.

Examples of Work:

- Assists the Commission and Department by drafting contracts, and legal memos/opinions.
- Provides legal advice and counsel to the Commission and MoDOT staff on various legal issues.
- Serves as a member of CCO central office and district teams and task forces.
- Examines land title commitments; reviews conveyances of real estate for proper description and execution.
- Prepares pleadings, motions, and briefs and tries cases in circuit or federal court; assists in preparation of briefs and motions in appellate courts.

- Conducts or represents the commission in administrative hearings
- Accountable for meeting CCO goals and performance measures.
- Performs other responsibilities pursuant to classification and qualifications of assistant attorneys as approved by the commission and contained in the CCO staff procedures manual.

In order to be considered for this vacancy please go to the Missouri Department of Transportation [Employment Application System \(EAS\)](#) and submit an on-line application. Applications, and if applicable transcripts, must be received by no later than 11:55 pm of the closing date listed on the advertised vacancy.

Equal Employment Opportunity / Affirmative Action Employer, M/F/D/V