

Missouri Department of Transportation

Code: R09993

Title: Regional Counsel

Exemption Status: Exempt

Grade: U04

Job Description

Effective Date	05-01-2016
Replaces (Effective Date)	01-01-2016
General Summary	The regional counsel supervises and directs legal activities of the regional counsel office.
Minimum/Required Qualifications	Juris Doctor Degree Membership in good standing with the Missouri Bar Association Litigation experience regarding condemnation/inverse condemnation, tort liability and construction issues.
Supervisory Responsibilities	Full Supervision
Location	District Offices - Chief Counsel's Office
Special Working Conditions/Job Characteristics	Maintains attorney-client privilege. Supervises attorneys I-V, a paralegal and an executive assistant.

Examples of Work

- (1) Accountable for meeting Chief Counsel's Office goals and performance measures.
- (2) Assigns cases to counsel and controls case inventory; monitors cases to ensure proper prioritization, preparation, timely prosecution; reviews trial reports and justifications; and exercises settlement authority as delegated by the chief counsel.
- (3) Recommends appropriate staffing levels to the chief counsel; supervises and directs the work of professional and support staff; evaluates performance and makes recommendations on employment, promotion, transfer, disciplinary action, and discharge consistent with equal employment opportunity principles and the department's affirmative action plan.
- (4) Trains staff in trial preparation, technique, and substantive law and monitors work progress.
- (5) Ensures timely compliance with all performance appraisal requirements and all reporting requirements including diaries, time sheets, expense accounts, audit reports, case reports, trial reports, and justifications for settlements.
- (6) Assists in preparation and presentation of seminars for the staff of chief counsel's office; approves outside seminars for attendance by counsel and support staff within guidelines established by the chief counsel and the department.

- (7) Provides legal advice and counsel to the district engineer and staff on various legal matters and policies as requested and provides appropriate and timely responses.
- (8) Responds to or delegates the appropriate and timely response to inquiries presented by the public.
- (9) Prepares and tries or argues cases within the district with high risk or unique legal questions or as necessary.
- (10) Retains expert witness within authority limits delegated by the chief counsel.
- (11) Performs supervisory and mentoring responsibilities in a manner consistent with equal employment opportunity principles and the department's affirmative action program.
- (12) Performs other duties and special projects as assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.