**Missouri Department of Transportation**

**Code:** R04085  
**Title:** Intermediate Paralegal  
**Exemption Status:** Non-Exempt  
**Grade:** 13

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**Job Description**

**Effective Date**  
04-01-2006

**Replaces**  
(Effective Date)  
08-01-2004

**General Summary**  
The intermediate paralegal works independently to provide varied and moderately complex legal assistance to attorneys in preparing, reviewing, and summarizing legal documents and conducting legal research. Responsibilities are performed under moderate supervision.

**Minimum/Required Qualifications**  
Bachelor's Degree: Paralegal, Legal Studies, or related field.  
Two years of experience as a paralegal, including computer experience.

**Supervisory Responsibilities**  
None

**Location**  
Central and District Offices - Chief Counsel's Office

**Special Working Conditions/Job Characteristics**  
Job requires occasional, statewide, overnight travel.

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**Examples of Work**

1. Conducts research of cases to determine applicability in court; prepares and organizes exhibits and trial notebooks for attorneys.
2. Interviews witnesses to obtain written statements and prepare affidavits; locates expert witnesses pertinent to the facts of the case.
3. Drafts pleadings, discovery, briefs, jury instructions and other legal documents ensuring compliance with Supreme Court and local court rules.
4. Identifies, procures, analyzes and summarizes relevant documentary and physical evidence.
5. Attends trials with attorneys, assists in keeping track of testimony, questions, and exhibits introduced and admitted; coordinates scheduling of witnesses; contacts and interviews jurors.
7. Coordinates, prepares updates for, and tracks state sunshine law requests.
8. Prepares draft reports, opinions, contracts, legislation and administrative rules.
9. Gathers data to complete surveys received from external sources; initiates surveys relating to law office
staffing, organization, and federal and state statutes, compiles results and creates reports and/or computer generated graphs, charts, tables, etc. for presentation to the highway commission, the governors' office and/or the state legislature.

(10) Responsible for planning, developing, indexing and updating policy and procedure manuals for the division.

(11) Performs other responsibilities as required or 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.