

# Missouri Department of Transportation

Code: R03010

Title: District Office Services Supervisor

Exemption Status: Non-Exempt

Grade: 12

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## Job Description

**Effective Date** 04-01-2006

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

**General Summary** The district office services supervisor is responsible for the office services of the Right of Way Office or Chief Counsel's Office at the district level. Responsibilities are performed under general supervision.

**Minimum/Required  
Qualifications** Two years of college or Associate's Degree: Accounting, Human Resources Management or related field.  
  
Five years of experience with the department in right of way acquisition, legal office, or related area.

**Supervisory  
Responsibilities** Full Supervision

**Location** District Offices - Right of Way; Chief Counsel's Office

**Special Working  
Conditions/Job  
Characteristics**

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## Examples of Work

- (1) Supervises the office services and legal description writing functions performed within a district Right of Way Office; assists with reviewing design plans for right of way acquisition and works with the design staff to ensure plans include the proper identification in order to prepare legal descriptions.
- (2) Supervises the office services and paralegal activities performed within a Regional Counsel's Office.
- (3) Orders last deeds of record, title commitments, title commitment updates and title insurance; ensures proper ownerships on plans.
- (4) Requisitions supplies and materials; performs notary public duties; prepares office budget; monitors expenditures.
- (5) Prepares responses to general correspondence; answers questions and inquiries from department personnel or the general public by evaluating the request for information needed and routing inquiries to appropriate personnel.
- (6) Receives incoming mail and/or right of way plans and routes to appropriate personnel.
- (7) Reviews the activities of, and assigns work to clerical staff; trains and assists as required; may recommend

employment of staff when vacancies occur.

- (8) May maintain right of way parcel acquisition database.
- (9) May manage business assets in Regional Counsel's Office that includes consumable inventory, invoice processing, payroll, benefits information, accounts receivables, payables, and fixed assets.
- (10) Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
- (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.**