



Missouri State Highway Patrol Classification and Compensation Plan Reference Information

EFFECTIVE: 09/01/2024 OCCUPATION: LEGAL
LAST REVIEW: 09/01/2024 JOB FAMILY: LEGAL

CLASSIFICATION:	Legal Assistant	Paralegal	Legal Office Manager	Legal Counsel (Associate Counsel)	Legal Counsel (Deputy General Counsel)	Legal Counsel (General Counsel)
TITLE CODE:	V01070	V01071	V01072	V09734	V09734	V09734
FLSA STATUS:	Non-Exempt	Non-Exempt	Exempt	Exempt	Exempt	Exempt
ENTRY	Associate's degree from an accredited institution and two years of experience in a legal environment in KSAs relevant to successful performance as a Legal Assistant.	Associate's degree from an accredited institution and one year of experience in KSAs relevant to successful performance as a Paralegal.	Not Available	Possess a Juris Doctorate, possess a Bachelor's degree from an accredited law school, and be licensed to practice law in Missouri.	Possess a Juris Doctorate, possess a Bachelor's degree from an accredited law school, and be licensed to practice law in Missouri.	Not Available
Salary (Semi-Monthly)			--	Salary Commensurate With Experience	Salary Commensurate With Experience	--
Range,Step	21/I	23/G	--	--	--	--
INTERMEDIATE	Associate's degree from an accredited institution and four years of experience in a legal environment in KSAs relevant to successful performance as a Legal Assistant.	Associate's degree from an accredited institution and three years of experience in KSAs relevant to successful performance as a Paralegal.	Bachelor's degree from an accredited institution and four years of experience in KSAs relevant to successful performance as a Legal Office Manager.	Possess a Juris Doctorate, possess a Bachelor's degree from an accredited law school, and be licensed to practice law in Missouri, and two years of experience in KSAs relevant to successful performance as a Legal Counsel (Associate Counsel).	Possess a Juris Doctorate, possess a Bachelor's degree from an accredited law school, and be licensed to practice law in Missouri, and two years of experience in KSAs relevant to successful performance as a Legal Counsel (Deputy General Counsel).	Possess a Juris Doctorate, possess a Bachelor's degree from an accredited law school, and be licensed to practice law in Missouri, and two years of experience in KSAs relevant to successful performance as a Legal Counsel (General Counsel).
Salary (Semi-Monthly)				Salary Commensurate With Experience	Salary Commensurate With Experience	Salary Commensurate With Experience
Range,Step	21/M	23/K	28/Q	--	--	--
PROFICIENT	Two years of Patrol performance evaluations documenting ratings of meeting expectations as a Legal Assistant at the Intermediate level.	Two years of Patrol performance evaluations documenting ratings of meeting expectations as a Paralegal at the Intermediate level.	Two years of Patrol performance evaluations documenting ratings of meeting expectations as a Legal Office Manager at the Intermediate level.	Two years of Patrol performance evaluations documenting ratings of meeting expectations as a Legal Counsel (Associate Counsel) at the Intermediate level.	Two years of Patrol performance evaluations documenting ratings of meeting expectations as a Legal Counsel (Deputy General Counsel) at the Intermediate level.	Two years of Patrol performance evaluations documenting ratings of meeting expectations as a Legal Counsel (General Counsel) at the Intermediate level.
Salary (Semi-Monthly)				Salary Commensurate With Experience	Salary Commensurate With Experience	Salary Commensurate With Experience
Range,Step	21/P	23/O	28/S	--	--	--
ADVANCED	Two years of Patrol performance evaluations documenting ratings of meeting expectations as a Legal Assistant at the Proficient level.	Two years of Patrol performance evaluations documenting ratings of meeting expectations as a Paralegal at the Proficient level.	Two years of Patrol performance evaluations documenting ratings of meeting expectations as a Legal Office Manager at the Proficient level.	Two years of Patrol performance evaluations documenting ratings of meeting expectations as a Legal Counsel (Associate Counsel) at the Proficient level.	Two years of Patrol performance evaluations documenting ratings of meeting expectations as a Legal Counsel (Deputy General Counsel) at the Proficient level.	Two years of Patrol performance evaluations documenting ratings of meeting expectations as a Legal Counsel (General Counsel) at the Proficient level.
Salary (Semi-Monthly)				Salary Commensurate With Experience	Salary Commensurate With Experience	Salary Commensurate With Experience
Range,Step	21/S	23/R	28/U	--	--	--
EXPERT	Two years of Patrol performance evaluations documenting ratings of meeting expectations as a Legal Assistant at the Advanced level.	Two years of Patrol performance evaluations documenting ratings of meeting expectations as a Paralegal at the Advanced level.	Two years of Patrol performance evaluations documenting ratings of meeting expectations as a Legal Office Manager at the Advanced level.	Two years of Patrol performance evaluations documenting ratings of meeting expectations as a Legal Counsel (Associate Counsel) at the Advanced level.	Two years of Patrol performance evaluations documenting ratings of meeting expectations as a Legal Counsel (Deputy General Counsel) at the Advanced level.	Two years of Patrol performance evaluations documenting ratings of meeting expectations as a Legal Counsel (General Counsel) at the Advanced level.
Salary (Semi-Monthly)				Salary Commensurate With Experience	Salary Commensurate With Experience	Salary Commensurate With Experience
Range,Step	21/V	23/V	28/W	--	--	--