

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Deputy Chief Legal Counsel

Position Number: 14010

Location: Helena

Department: Transportation

Division and Bureau: Legal Services

Section and Unit: n/a

Job Overview: The Deputy Chief Legal Counsel supports the Chief Legal Counsel in managing MDT's Legal Services Section. This position provides advanced legal expertise, oversees day-to-day legal operations, supervises assigned attorneys, manages caseload distribution, assists with litigation strategy, and serves as acting chief counsel when delegated. Ensures consistent, high-quality legal services that meet MDT's strategic, operational, and compliance needs. This position supervises 6 Staff Attorneys and reports to the Chief Legal Counsel.

Essential Functions (Major Duties or Responsibilities):

Legal Operations & Case Management – 55%

- Oversee daily legal operations, ensuring timely, accurate, and effective delivery of legal services.
- Assign cases to attorneys based on expertise, workload, and complexity; monitor progress and ensure legal and internal deadlines are met.
- Provide legal analysis, strategy recommendations, and guidance to attorneys on litigation, negotiations, settlements, and complex legal issues.
- Review pleadings, motions, settlement proposals, contracts, agreements, and legal opinions prepared by attorneys.
- Coordinate with program managers, administrators, and MDT leadership to evaluate legal issues and formulate agency responses.
- Assist the Chief Legal Counsel in representing MDT in high-profile or complex litigation, administrative proceedings, and negotiations.
- Serve as liaison with Risk Management & Tort Defense Division on tort claims and other claims for money damages.
- Support development, review, and evaluation of automated case-management systems.

General Counsel Functions – 25%

- Provide legal advice to the Director, division administrators, district administrators, and program managers on MDT policies, programs, and operations.
- Draft, review, and edit contracts, MOUs, legislation, administrative rules, and policies.
- Conduct advanced legal research on issues such as eminent domain, administrative law, environmental law, transportation law, personnel law, and contracts.
- Evaluate federal, state, local, and tribal regulations for operational impacts and provide legal interpretations.
- Represent MDT at legislative hearings or policy discussions as assigned.

Supervision – 15%

- Supervise attorneys and legal support staff; provide mentoring, coaching, and performance evaluations.
- Oversee training for legal staff on legal developments and MDT procedures.
- Support hiring, workload planning, disciplinary processes, and professional development.
- Promote consistency in legal interpretation and decision-making across the Legal Services Section.

Other Duties – 5%

Perform a variety of other duties as assigned by the Chief Legal, Director, or Deputy Director in support of the Department mission and objectives.

Supervision

The number of employees supervised is: 6

The position number for each supervised employee is: 70011, 05008, 70007, 12001, 70004, 70009

Physical and Environmental Demands:

Duties are performed in a typical office environment.

Knowledge, Skills and Abilities (Behaviors):

- Extensive knowledge of Montana and federal laws, including civil procedure, evidence, administrative law, eminent domain, environmental law, employment law, and contract law.

- Ability to develop litigation strategy, negotiate settlements, and manage complex legal matters.
- Strong leadership skills; ability to supervise and mentor attorneys.
- Skilled in legal research, writing, drafting, negotiation, oral advocacy, and analysis of complex information.
- Ability to work with sensitive and confidential information; handle competing priorities; maintain strong working relationships across the agency.

Minimum Qualifications (Education and Experience):

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to a Bachelor's degree and a Juris Doctorate degree from an accredited law school.

This position requires a minimum of 5 years of experience in practicing law. This position requires a minimum of 1 year of supervision or team-lead experience. State government legal experience is preferred.

Certifications, licensure, or other credentials include: License to practice law in the State of Montana. Admission to Montana Courts and U.S. District Courts.

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

Special Requirements:

List any other special required information for this position

- | | |
|--|---|
| ☐ Fingerprint check | ☐ Valid driver's license |
| ☒ Background check | ☐ Other; Describe |
| none Union Code | Safety Responsibilities |

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor	Title	Date
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Administrative Review	Title	Date
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My signature below indicates that I have read this job description.

Employee	Title	Date
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Human Resources Review

Job Code Title: Lawyer Supervisor

Job Code Number: G1101M

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

☒ FLSA Exempt

☐ FLSA Non-Exempt

☒ Telework Available

☐ Telework Not Available

☐ Classification Complete

☐ Organizational Chart attached

Human Resources:

Signature

Title

Date