

# PUBLIC UTILITY COMMISSION JOB VACANCY ANNOUNCEMENT

AMENDED OCTOBER 9, 2017



## Attorney (Attorney I-II)

SUBMIT STATE OF TEXAS APPLICATION and Transcripts to:  
PUC Mail Room, 8<sup>th</sup> Floor, Rm 8-100, 1701 North Congress Avenue, Austin, TX 78701, or  
Email: [Recruiter@puc.texas.gov](mailto:Recruiter@puc.texas.gov), or  
Fax: (512) 936-7054, or  
[www.workintexas.com](http://www.workintexas.com)

**Application Process:** Complete a State of Texas Application for Employment documenting how you meet the minimum qualifications. Resumes are not accepted in lieu of a completed application. If a college degree is a minimum required qualification, official/unofficial transcripts are required and must be submitted with the application (if you submit your application via [www.workintexas.com](http://www.workintexas.com), you must submit your transcripts via email to [recruiter@puc.texas.gov](mailto:recruiter@puc.texas.gov)). If you submit your application via [workintexas.com](http://workintexas.com), please **do not** submit another application directly to the PUC. Incomplete applications will not be accepted for consideration. Applicants interviewed will receive written non-selection notification.

**Job Vacancy Number:** 2018-02  
**Division:** Commission Advising and Docket Management  
**Salary\*:** \$4,250.00 - \$5,083.34/month  
(Commensurate with Qualifications)  
**Salary Group:** B20, B21  
**Class:** 3501, 3502  
**Type:** Full-time  Part-time  Temporary

**Opening Date:** July 18, 2017  
**Closing Date:** Open Until Filled  
**Hours Per Week:** 40  
**Established Work Hours:** 8:00–5:00, M-F  
(Flextime may be available with supervisory approval)  
**FLSA\*\*:** Exempt  
**EEO Category:** Professional

\*The salary for an ERS Retiree or non-contributing member will be 9.5% less than the offered salary.

\*\*Positions exempt from the Fair Labor Standards Act (FLSA) will earn compensatory time off rather than overtime for hours in excess of 40 hours per week.

### VETERAN'S PREFERENCE

Veterans, Reservists, or Guardsmen with a Military Occupation Specialty (MOS) or additional duties that fall in the fields listed in the below link who meet the minimum qualifications are encouraged to apply.

The MOS codes applicable to this position can be accessed at:

[http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_Legal.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf)

### GENERAL DESCRIPTION

Perform highly responsible professional legal work and administrative duties for the Commission Advising Section. Primary duties involve the practice of administrative law including, but not limited to, giving legal advice, analyzing proposals for decision, writing orders, and presenting recommendations to the Commissioners on contested cases. Responsible for cases and projects with a high degree of complexity. Work under close supervision with minimal latitude for the use of initiative and independent judgment.

### ESSENTIAL FUNCTIONS

- Analyze telecommunications, electric, and water utility issues and policies, formulate alternatives, and develop recommendations for Commissioners on contested cases.
- Perform legal research and analysis as necessary, or as assigned, concerning specific substantive and legal issues; identify legal issues relating to Commission projects and contested cases; write memoranda summarizing and evaluating the law on these topics.
- May participate in rulemaking activities as assigned.
- Track contested cases and stay informed of the issues being addressed.
- Provide legal advice and recommendations on contested cases.
- Coordinate the preparation of and prepare well-reasoned, legally sound preliminary orders, interim orders and final orders related to contested cases.
- Review uncontested filings for consistency with Commission policies, rules, and orders.

- Monitor current trends and issues in the communications, electric, and water utilities industries, and determine potential regulatory effects of these trends.
- May prepare, in conjunction with other divisions as necessary, reports as required by the legislature, Commission action, or other reports as assigned.
- Produce telecommunications, electric, and water utility information for the legislature.
- Perform administrative and budget activities and prepare special reports or projects as directed.

### **MINIMUM QUALIFICATIONS**

- Graduation from an accredited law school with LLB or JD degree.
- Licensed and eligible to practice law in Texas (**Applicants waiting on November bar results are eligible to apply**).
- Attorney II: Minimum of one (1) year legal work experience as a licensed attorney.
- Directly relevant regulatory work experience may be substituted for the legal work experience requirement.

### **PREFERRED QUALIFICATIONS:**

- Undergraduate degree in math, finance, accounting, or engineering.
- Strong performance in law school, and organizational skills.
- Administrative law or litigation experience.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Proficiency in the use of personal computers, specifically with Microsoft Word.
- Strong oral and written communication skills.
- Must be able to research, analyze, and communicate well in a wide range of complex areas.
- Ability to handle multiple projects with tight deadlines.
- Ability to handle responsibilities with minimal supervision.
- Ability to mentor and review work of less experienced attorneys with minimal supervision.
- Ability to attend work regularly and adhere to approved work schedule.

### **REMARKS**

- An internal applicant who is selected for a position in their current salary group with the same or new state classification title will not receive a salary increase.
- Candidates invited to interview may be given a writing skills exercise.
- If required for position, licensure as a Professional Engineer or to practice law in Texas will be verified on the selected candidate through either the Professional Board of Engineers or the State Bar of Texas.
- Some positions may require additional work hours including evenings, weekends, and/or holidays to meet critical deadlines. Employees will earn compensatory time or overtime dependent on FLSA status.
- More than one position may be filled under this posting. Employees are required to comply with agency policies and provisions outlined in the employee handbook.
- The job posting in no way states or implies that the duties listed above are exclusive. Employees are required to perform other duties as may be assigned.
- A satisfactory driving record is required for driving a state or personal vehicle to conduct agency business. Selected candidates will have their driving record evaluated in accordance with the Commission's Traffic Safety policy.
- For males born on or after January 1, 1960, the PUC will verify proof of Selective Service registration through the online Selective Service System. Any males born after January 1, 1960 who are not registered will need to provide proof of exemption from the Selective Service registration requirement.
- The Public Utility Commission participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.
- The PUC has a *Post-Employment Restriction* – details furnished upon request.
- Female and minority applicants are encouraged to apply.
- The PUC is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, veteran status, age or disability in employment or the provisions of services.
- In compliance with the Americans with Disabilities Act (ADA), the PUC will provide reasonable accommodation for individuals with a disability. An individual requiring a reasonable accommodation should contact Human Resources at (512) 936-7060 or [humanresources@puc.texas.gov](mailto:humanresources@puc.texas.gov).