

# PUBLIC UTILITY COMMISSION JOB VACANCY ANNOUNCEMENT



## Legal Assistant (Legal Assistant II - III)

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:** 2019-30  
**Division:** Office of Policy and Docket Management  
**Salary\*:** \$3,500.00 – \$4,500.00 /month  
(Commensurate with Qualifications)  
**Salary Group:** B17, B19  
**Class:** 3574, 3575  
**Type:** Full-time  Part-time  Temporary

**Opening Date:** March 28, 2019  
**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\*\*:** Non-Exempt  
**EEO Category:** Clerical

\*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)

If you qualify for a Veteran Employment Preference, it is mandatory that you provide the required documentation with your State of Texas Application. Documentation must be provided before a Veteran Preference can be granted. Required documentation is as follows: Veteran – DD Form 214; Surviving Spouse of a Veteran who has not remarried – Marriage Certificate and DD Form 1300; Orphan of a Veteran who was killed during active duty – Birth Certificate and DD Form 1300.

### GENERAL DESCRIPTION

Perform complex to highly complex legal assistant work in the Office of Policy and Docket Management. Work involves researching, analyzing, investigating and drafting legal documents and orders, and assisting judges with successful case management. Work under general to limited supervision, with moderate to considerable latitude for the use of initiative and independent judgment.

### ESSENTIAL FUNCTIONS

- Prepare orders and other documents for the administrative law judges (ALJs).
- Monitor procedural schedules and deadlines on assigned applications.
- Check citations, quotations, footnotes, and references for accuracy.
- Edit and proofread documents.
- Assist in the preparation of various legal and administrative documents, including orders for open meetings.
- Assemble exhibits and other documents as necessary.
- Assist with administrative matters as needed.
- Assist the ALJs with Commission held hearings.
- Research and analyze sources such as statutes, judicial decisions, and articles.

- Prepare memoranda of research findings.
- Compile citations and references.
- Explain previously interpreted laws, rules, and regulations to others.
- Responsible for performance measures related to applications assigned.

### **MINIMUM QUALIFICATIONS**

***If a college degree or a particular educational certificate is a minimum required qualification, official or unofficial transcripts must be submitted with the application.***

- Graduation from an accredited four (4) year college or university with major course work in law or a related field; or certification from a Legal Assistant Program or completion of a formal paralegal course of instruction.
- Legal Assistant II: Minimum of two (2) years' work experience as a paralegal.
- Legal Assistant III: Minimum of three (3) years' work experience as a paralegal.

### **PREFERRED QUALIFICATIONS**

- Administrative law or general litigation experience.
- Background in the electric, telecommunications, or water utilities industries.
- Experience assisting attorneys in commission held hearings.

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

- Knowledge of legal terminology, research methods and techniques.
- Knowledge of office practices and administrative procedures.
- Ability to organize tasks effectively and demonstrate a strong attention to detail.
- Knowledge of personal computers and software applications.
- Skill in interpreting rules, regulations, policies and procedures.
- Skill in written and verbal communication including formatting, composition, proofreading and editing.
- Skill in establishing effective working relationships.
- Ability to meet established deadlines.
- Ability to conduct research, draft, prepare, and interpret legal documents.
- 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 Employment 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).