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Commissioner

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Executive Director



Rick Perry
Governor

Public Utility Commission of Texas

JOB VACANCY ANNOUNCEMENT

SUBMIT STATE OF TEXAS APPLICATION to:

PUC Mail Room, 8th Floor, Rm 8-100, 1701 North Congress Avenue, Austin, TX 78701

JOB TITLE: Legal Assistant

JOB VACANCY NUMBER: 1864

DIVISION: Comm. Advising & Docket Mgmt.

SALARY: \$3000.00 - \$4000.00/month
(Commensurate with Qualifications)

SALARY GROUP: B17, B19

CLASS TITLE: Legal Assistant II - III

CLASS #: 3574, 3576

OPENING DATE: September 28, 2009

CLOSING DATE: October 12, 2009

HOURS PER WEEK: 40

ESTABLISHED WORK HOURS: 8:00 – 5:00 M-F
(Limited flextime may be available with supervisory approval)

FLSA*: Non-Exempt/Para-Professional

TYPE: Full-time Part-time Temporary

PCN: 4000-30

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

Resumes will not be accepted in lieu of completed state application. Only applicants who are interviewed will receive written non-selection notification.

GENERAL DESCRIPTION:

Under the direction of one or more administrative law judges, perform a variety of complex legal tasks for Docket Management. Work involves researching, analyzing, investigating and drafting legal documents and orders, and assisting judges with successful case management. Work under general supervision with latitude for the use of initiative and independent judgment concerning priorities, methods, and legal procedures to accomplish assigned duties and to select proper courses of action.

ESSENTIAL FUNCTIONS:

- Prepare orders and other documents to be filed in Central Records.
- 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.
- Track contested cases at State Office of Administrative Hearings.
- Assist with administrative matters as needed.
- Assist with Commission held hearings.
- Research and analyze sources such as statutes, judicial decisions, and articles.

(over)



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An Equal Opportunity Employer

Job Vacancy Notice #1864 (Continued)

ESSENTIAL FUNCTIONS (Continued):

- Prepare memoranda of research findings.
- Compile citations and references.
- Explain previously interpreted laws, rules, and regulations to others.
- Summarize rules comments.

REQUIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- Graduation from an accredited four (4) year college or university.
- Paralegal Certification.
- Minimum of two (2) years work experience as a paralegal.
- Experience and education may be substituted for one another.

PREFERRED QUALIFICATIONS:

- Undergraduate coursework in law or related field.
- Administrative law or general litigation experience.

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong oral and written communication skills.
- Must be able to research, analyze, and communicate well in a wide range of complex areas.

REMARKS:

- Candidates invited to interview may be given a writing skills exercise.
- Copy of required official academic transcripts and/or licensures must be submitted with the job application or prior to the employment start date, if hired. Failure to provide required documentation will result in no further consideration for employment.
- 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.
- 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.
- The PUC has a *Post-Employment Restriction* – details furnished upon request.

The Public Utility Commission of Texas 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 provision of services. A disabled individual requiring reasonable accommodation shall not be denied opportunity due to the disability. The applicant should communicate requests for reasonable accommodation.