

PUBLIC UTILITY COMMISSION OF TEXAS

JOB DESCRIPTION

Classified Title: Attorney I	Working Title: Attorney
Class Code: 3502 Salary Group: B22	Position #: 00074531
FLSA Status: Exempt, Professional	EEO Category: Professional
Division: Compliance and Enforcement	Supervisor: Division Director

GENERAL DESCRIPTION

Perform entry-level legal work related to electric, telecommunications, and water and sewer utility regulation. Work involves researching and analyzing legal and regulatory issues; drafting and reviewing pleadings, orders, and memoranda; assisting with compliance and enforcement matters; and supporting agency advocacy in proceedings before the State Office of Administrative Hearings (SOAH) and the Commission. May contribute to rulemaking, providing legal and policy advice to agency staff and the Commissioners. Work under moderate supervision with limited latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS

- Represent the public interest through advocacy of agency staff's positions in various contexts, including contested cases before SOAH and the Commission.
- Analyze issues related to electric power, telecommunications and water and sewer utilities; coordinate the development, preparation and presentation of agency staff recommendations and testimony in contested cases.
- Cross-examine expert witnesses who testify on behalf of parties involved in contested cases.
- Perform legal research and analysis as necessary, or as assigned; identify legal issues relating to Commission projects and contested cases; write memoranda, position statements, and briefs evaluating the law on these topics.
- Participate in rulemaking proceedings.
- Prepare, in conjunction with other divisions as necessary, reports as required by the legislature or Commission.
- Work in collaboration with attorneys and subject matter experts from other divisions or state agencies to develop and implement case strategy and procedures.
- Respond to external inquiries and represent the Commission concerning Commission programs, electric power and telecommunications policies, and water and sewer issues.
- Advise agency staff and Commissioners on legal and policy issues.
- Attend work regularly and observe approved work hours in accordance with agency leave and attendance policies.
- Demonstrate a spirit of teamwork, offering positive and constructive ideas, encouragement, support to other members of the staff and team, and respond professionally to constructive feedback from others, while upholding the PUC's mission and core values.
- Adhere to all PUC personnel policies and division procedures and perform other work as assigned.

MINIMUM QUALIFICATIONS

- Attorney I: Graduation from an accredited law school with LLB or JD degree and licensed with the State Bar of Texas and eligible to practice law in Texas.

PREFERRED QUALIFICATIONS

- Internship experience relating to electric, telecommunications, or water and sewer utilities or with a regulatory state agency.
- Administrative law or litigation experience.

KNOWLEDGE, SKILLS AND ABILITIES

Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without accommodations, that the essential functions of the job can be performed:

- Proficiency in the use of personal computers, specifically with Microsoft Word and Excel.
- Strong oral and written communication skills.
- Ability to learn and apply state laws regarding electric, telecommunications, and water and sewer utility regulation, as well as administrative proceedings.
- Ability to learn and apply federal laws regarding electric, telecommunications, and water and sewer regulation as applicable.
- Ability to identify, analyze and research complex legal issues.
- Ability to draft clear, well-founded legal opinions and briefs.
- Ability to work effectively with other staff members.
- Ability to articulate Compliance and Enforcement Division's position before the Commission, SOAH, and in negotiations with opposing parties.
- Ability to exercise good judgment in handling complaints, inquiries, and the public.
- Ability to prioritize workload, work efficiently, and effectively utilize organizational skills.
- Ability to effectively represent the public interest as an administrative law attorney.
- Ability to understand difficult technical issues in areas such as engineering and accounting.
- Ability to attend work regularly and adhere to approved work schedule.

WORK SCHEDULE

The PUCT operates on a standard work schedule of Monday through Friday, 8:00 a.m. to 5:00 p.m. Employees may request an alternative work schedule in accordance with the PUCT's Alternative Work Schedule Policy. Approval of such requests, including any form of telecommuting, is at management's discretion and based on the business needs of the agency and the requirements of the position.

PHYSICAL AND COGNITIVE REQUIREMENTS AND WORKING CONDITIONS

This position primarily involves sedentary office work and requires extensive use of computers, copiers, printers, and telephones. It also requires regular communication and collaboration with staff and the public. The position requires cognitive abilities to learn, recall, and apply practices and policies and the stamina to maintain attention to detail despite interruptions.

Work is performed in a standard office environment or, if approved by management under the PUCT's Alternative Work Schedule Policy, from a secure remote work location. Approval of remote work is at management's discretion based on business needs and position requirements.

The physical and cognitive demands described are representative of those that must be met by an employee to successfully perform the essential function of this position. Reasonable accommodations will be made in accordance with applicable laws.

This position requires:

- Regular and punctual attendance.
- Frequent use of personal computers, copiers, printers, and telephones.
- Prolonged periods of sitting.
- Frequent work under deadlines, as a team member, and in direct contact with others.
- Frequent moving and lifting objects up to ten (10) pounds.