

**PUBLIC UTILITY COMMISSION OF TEXAS
JOB DESCRIPTION**

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| Classified Title: Attorney I – IV | Working Title: Attorney |
| Class Code: 3502, 3503, 3504, 3505 | Salary Group: B22, B24, B26, B28 |
| FLSA Status: Exempt, Professional | EEO Category: Professional |
| Division: Office of Policy and Docket Management | Supervisor: Assistant Commission Counsel |

GENERAL DESCRIPTION

Perform entry level to advanced 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 and proposed orders, 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 to minimal supervision with minimal to considerable latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS

- Analyze telecommunications, electric, water, and sewer utility issues and policies, formulate alternative solutions, and develop recommendations for commissioners on contested cases.
- Identify legal issues and perform legal research and analysis relating to Commission projects and contested cases; write memoranda summarizing and evaluating applicable law and applying the law to relevant facts.
- 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 for communications, electric, water and sewer utilities and their 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.
- 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.

REQUIRED 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.
- Attorney II: Graduation from an accredited law school with LLB or JD degree; licensed with the State Bar of Texas and eligible to practice law in Texas; and a minimum of two (2) year legal work experience as a licensed attorney.
- Attorney III: Graduation from an accredited law school with LLB or JD degree and licensed with the State Bar of Texas; eligible to practice law in Texas; and a minimum of three (3) years legal work experience as a licensed attorney, preferably in utility regulation or administrative law.
- Attorney IV: Graduation from an accredited law school with LLB or JD degree and licensed with the State Bar of Texas; eligible to practice law in Texas; and a minimum of four (4) years legal work experience as a licensed attorney, preferably in utility regulation or administrative law.

PREFERRED QUALIFICATIONS:

- Undergraduate degree in math, finance, accounting, engineering, or in English.

- 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.
- 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 attend work regularly and adhere to approved work schedule.

TELECOMMUTING ELIGIBILITY:

- This position is eligible for telecommuting up to two (2) days a week but may require team members to come into the office for scheduled meetings, and there may be unscheduled requests with appropriate notice for any PUC business need. An initial training period of six (6) months must be completed before an employee is eligible to telecommute.
- If approved to telecommute, must have a secure workspace with reliable Internet service to perform job duties, ability to maintain a reliable consistent work schedule and be available for weekly meetings and group collaboration via Microsoft Teams and other applications during regular business hours.

PHYSICAL AND COGNITIVE REQUIREMENTS AND WORKING CONDITIONS:

The physical and cognitive demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if needed to enable individuals with disabilities to perform the essential functions.

This position primarily performs sedentary office work. It requires extensive use of computer, copiers, printers, telephone and requires communication with staff and the public. This position also requires cognitive abilities consistent with the essential functions and with the knowledge, skills and abilities; requiring the ability to learn, recall, and apply practices and policies. It requires the stamina to maintain attention to detail despite interruptions.

Work is performed in a standard office environment or secure telework space and requires:

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