

PUBLIC UTILITY COMMISSION OF TEXAS

JOB DESCRIPTION

Classified Title: Attorney I – IV	Working Title: Attorney
Class Code: 3502-3505 Salary Group: B22, B24, B26, B28	Position #: 00043076
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.
- 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.
- Attorney II: 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 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, or engineering, or in English with a demonstrated proficiency in math.\
- 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 maintain regular attendance and adhere to the 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.

**PUBLIC UTILITY COMMISSION OF TEXAS
JOB DESCRIPTION ACKNOWLEDGMENT**

This is an at-will employment position. This means that your employment is at-will and can be terminated by the PUCT at any time, for any reason, with or without notice, except as prohibited by law. While the PUCT may use progressive discipline, it is not required to do so.

This job description is not to be regarded as a contract. Its primary purpose is to outline the generally required duties, responsibilities, and qualifications for the position of **WORKING TITLE** at the PUCT. Additionally, it serves to inform the public about the general duties associated with this role.

By signing below, you are confirming that you have read and understand the complete job description, including the at-will nature of the employment with the PUCT and the specific responsibilities of the position.

SIGNATURES: *(Please sign and return the signed job description and the electronic file to Human Resources.)*

Employee Name (Print)

Date

Employee Signature