

**PUBLIC UTILITY COMMISSION OF TEXAS  
JOB DESCRIPTION**

<b>Classified Title:</b> Attorney IV	<b>Working Title:</b> Attorney
<b>Class Code:</b> 3505 <b>Salary Group:</b> B28	<b>Position #:</b> 00039796
<b>FLSA Status:</b> Exempt, Professional	<b>EEO Category:</b> Professional
<b>Division:</b> Legal	<b>Supervisor:</b> Managing Attorney

**GENERAL DESCRIPTION**

Perform advanced legal work related to electric, telecommunications, and water and sewer utility regulation. Primary duties involve the practice of administrative law, including representing the Commission staff in contested cases at the Commission and the State Office of Administrative Hearings (SOAH). Work under minimal supervision with considerable latitude for the use of initiative and independent judgment.

**ESSENTIAL FUNCTIONS**

- Represent the public interest through advocacy of Commission staff's positions in contested cases at the Commission and SOAH.
- Perform legal research and analysis.
- Prepare pleadings.
- Coordinate the development and presentation of recommendations and testimony of technical experts of Commission staff.
- Represent Commission staff in settlement negotiations.
- Represent Commission staff in hearings, including conducting cross-examination of expert witnesses of other parties and redirect examination of Commission staff expert witnesses.
- Make oral arguments advocating Commission staff's positions.
- Participate in arbitration proceedings under the Federal Telecommunications Act.
- Participate in rulemaking proceedings.
- Participate in the preparation of reports to the Commission and Legislature.
- Respond to public inquiries.
- Make presentations at training events.
- 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**

- 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 four (4) years' experiencing practicing as a licensed attorney or three (3) years' experience practicing as a licensed attorney in administrative law and utility regulation.

**PREFERRED QUALIFICATIONS**

- Experience relating to electric, telecommunications, or water and sewer utilities.
- Litigation or administrative law experience as a licensed attorney.

**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.

- Knowledge of Texas state laws on electric, and telecommunications utility regulation and administrative proceedings.
- Ability to identify, research, and analyze legal issues.
- Ability to draft clear, well-founded legal opinions and pleadings.
- Ability to work effectively with other staff members.
- Ability to articulate Commission staff's position in proceedings at the Commission and 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 address complicated technical issues in areas such as accounting, economics, engineering, finance, and geographic information system mapping.
- Ability to maintain regular attendance and adhere to the approved work schedule.
- Ability to work overtime.

### **WORK SCHEDULE**

The PUCT operates on a standard work schedule of Monday through Friday, 8:00 a.m. to 5:00 p.m. Employees have the opportunity to submit a request for an Alternative Work Schedule, which may include modified hours or a remote or hybrid work schedule.

Alternative Work Schedule requests will be reviewed on a case-by-case and approved based on the specific requirements of the role and the business needs of the Commission.

### **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 involves sedentary office work. It requires extensive use of computers, copiers, printers, and telephones, and necessitates communication with staff and the public. This position also requires cognitive abilities consistent with the essential functions and the knowledge, skills, and abilities needed for the role, including 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 computers, copiers, printers, and telephones.
- Frequent sitting.
- Frequent work under deadlines, as a team member, and in direct contact with others.
- Frequent moving and lifting of objects up to ten (10) pounds.