

**PUBLIC UTILITY COMMISSION OF TEXAS  
JOB DESCRIPTION**

<b>Classified Title:</b>	Attorney I-II	<b>Class Code:</b>	3502, 3503
<b>Working Title:</b>	Attorney	<b>Salary Group:</b>	B22, B24
<b>Division:</b>	Legal	<b>FLSA:</b>	Exempt
<b>Supervisor:</b>	Managing Attorney	<b>Date:</b>	08/25/23

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**GENERAL DESCRIPTION:**

Perform routine to moderately complex legal work for the Legal Division 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 moderate to general supervision with limited to moderate 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, and support to other members of the staff and team, while upholding the agency's mission and core values.
- Adhere to all agency 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; 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) years of legal work experience as a licensed attorney.

**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 attend work regularly and adhere to approved work schedule.
- Ability to work overtime.

### **TELECOMMUTING ELIGIBILITY:**

- This position is eligible for telecommuting up to four (4) 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.
- 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.