

**PUBLIC UTILITY COMMISSION OF TEXAS
JOB DESCRIPTION**

Classified Title: Administrative Assistant IV – V	Working Title: Calendar Clerk
Class Code: 0156, 0158 Salary Group: A15, A17	Position #: 00071922
FLSA Status: Non-Exempt	EEO Category: Clerical
Division: Legal	Supervisor: Division Director

GENERAL DESCRIPTION

Perform highly complex to advanced administrative support involving the management and maintenance of schedules and calendars of attorneys and other legal staff. Work involves maintaining and managing electronic case calendars, deadlines, and schedules to ensure that all legal proceedings, deadlines and appointments are accurately tracked and met. Work also includes providing internal administrative support including disseminating information, assisting with maintaining filing systems, and preparing and editing reports and documents. Work under limited to considerable supervision with moderate to considerable latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS

- Maintain and manage the legal division’s case calendars, including deadlines for filings, hearings, pre-hearing conferences, and meetings.
- Daily monitoring of the Public Utility Commission of Texas (PUCT) Interchange system for orders from the Office of Policy and Docket Management (OPDM) and the State Office of Administrative Hearings (SOAH).
- Ensure deadlines set by the Commission and applicable statutory deadlines are accurately tracked and reflected.
- Coordinate with other divisions, attorneys, and stakeholders for hearings and filings.
- Schedule proceedings related to rulemakings, contested cases, and other regulatory matters.
- Monitor rulings and orders affecting case schedules.
- Communicate with the State Office of Administrative Hearings (SOAH) and other staff to verify hearing and deadline details.
- Track statutory deadlines in accordance with the Texas Administrative Code, Public Utility Regulatory Act (PURA), and other applicable laws.
- Provide attorneys and staff with timely reminders and reports of upcoming deadlines and key dates.
- Assist with the filing of documents in the PUCT’s Interchange system and ensure compliance with procedural requirements.
- Verify that all filings meet statutory deadlines and adhere to the rules of practice of the Commission.
- Maintain accurate records and up-to-date records for all legal division activities, including dockets, filings, and correspondence.
- Serve as a liaison between attorneys, legal assistants and other staff regarding calendared events and deadlines.
- Resolve scheduling conflicts promptly by coordinating with internal and external stakeholders.
- Communicated updates on dockets, hearings, and Commission meetings to relevant parties.
- Input and update data related to cases, deadlines, and hearing dates in the legal calendaring system.
- Monitor upcoming deadlines and send timely reminders to attorneys and legal staff.
- Generate periodic reports summarizing key deadlines, hearings, and case updates for internal review and planning.
- Stay up to date on the PUCT’s rules and procedural guidelines, including updates to relevant laws and regulations.
- Ensure all calendared events and filings are compliant with the Commission’s requirements and deadlines.
- Prepare and distribute notices, agendas, and summaries for Commission-related activities.
- Provide administrative support to attorneys and other staff in the legal division by assisting with scheduling, prioritizing tasks, and addressing urgent deadlines.

- Coordinate and assist with preparing for pre-hearing meeting and hearings by ensuring they are aware of key deadlines.
- Act as a resource for the legal division to troubleshoot calendaring and deadline-related concerns.
- Maintain strict confidentiality of case information and internal communications.
- 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

- Administrative Assistant IV: High School Diploma or GED equivalent **and** three (3) years' experience in a high-level administrative support role, license and permit specialist role, or records management position, with direct responsibility for managing schedules, deadlines, or regulatory filings.
- Administrative Assistant V: High School Diploma or GED equivalent **and** five (5) years' experience in a high-level administrative support role, license and permit specialist role, or records management position, with direct responsibility for managing schedules, deadlines, or regulatory filings.

PREFERRED QUALIFICATIONS

- Two (2) years' administrative experience with a state regulatory government agency.

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.

- Knowledge of administrative procedures and best practices for managing calendars, deadlines, and schedules.
- Understanding of records management principles, including maintaining accurate and confidential records.
- Strong technology skills including working knowledge of Microsoft Office (Word, Excel, Outlook, PowerPoint) and the ability to use legal calendaring systems, and document management tools.
- Advanced organizational and time management skills to effectively prioritize and manage multiple tasks and deadlines simultaneously.
- Proficient use in using calendaring systems.
- Strong written and verbal communication skills.
- Attention to detail to ensure accuracy in scheduling, filing, and records management.
- Strong problem-solving and critical-thinking skills to address scheduling conflicts, regulatory challenges, or unexpected changes in deadlines.
- Ability to prepare professional, well-organized documents, correspondence, and reports.
- Ability to interpret and apply procedural rules, regulations, and deadlines.
- Ability to track and manage multiple deadlines with minimal supervision.
- Ability to maintain confidentiality regarding records and case-related information.
- Ability to work collaboratively with staff and stakeholders.
- Ability to communicate complex information clearly, both in writing and verbally.
- 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 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 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.
- Frequent moving and lifting objects up to ten (10) pounds.