

**PUBLIC UTILITY COMMISSION OF TEXAS  
JOB DESCRIPTION**

<b>Classified Title:</b> Attorney II - IV	<b>Working Title:</b> Enforcement Attorney
<b>Class Code:</b> 3503, 3504, 3505	<b>Salary Group:</b> B24, B26, B28
<b>FLSA Status:</b> Professional, Exempt	<b>EEO Category:</b> Professional
<b>Division:</b> Compliance and Enforcement	<b>Supervisor:</b> Division Director

**GENERAL DESCRIPTION**

Perform moderately complex to advanced legal work related to electric, telecommunications, and water regulation. Primary duties involve the practice of administrative law, including, but not limited to, representing the public interest in contested cases before the State Office of Administrative Hearings (SOAH) and the Commission, providing legal and policy advice to agency staff and the Commissioners. Work under general to minimal supervision with moderate to considerable latitude for the use of initiative and independent judgment.

**ESSENTIAL FUNCTIONS**

- Represent the public interest through advocacy of agency staff's positions in various contexts, including contested cases before SOAH and the Commission.
- Analyze issues related to electric power, telecommunications and water and sewer utilities; coordinate the development, preparation and presentation of agency staff recommendations and testimony in contested cases.
- Cross-examine expert witnesses who testify on behalf of parties involved in contested cases.
- Perform legal research and analysis as necessary, or as assigned; identify legal issues relating to Commission projects and contested cases; write memoranda, position statements, and briefs evaluating the law on these topics.
- Participate in rulemaking proceedings.
- Prepare, in conjunction with other divisions as necessary, reports as required by the legislature or Commission.
- Work in collaboration with attorneys and subject matter experts from other divisions or state agencies to develop and implement case strategy and procedures.
- Respond to external inquiries and represent the Commission concerning Commission programs, electric power and telecommunications policies, and water and sewer issues.
- Advise agency staff and Commissioners on legal and policy issues.
- Demonstrate a spirit of teamwork, offering positive and constructive ideas, encouragement, and support to other members of the staff and team, 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 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.
- Attorney III: 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 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; licensed with the State Bar of Texas and 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**

- Legal experience with electric, telecommunications, or water and sewer utility issues.
- Two (2) years legal experience in administrative law with emphasis in regulatory compliance.

## **KNOWLEDGE, SKILLS AND ABILITIES**

To perform this job successfully, an individual must possess the 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 satisfactorily.

- Proficiency in the use of personal computers, specifically with Microsoft Word and Excel.
- Strong oral and written communication skills.
- Thorough knowledge of state laws regarding electric, telecommunications, and water and sewer utility regulation as well as administrative proceedings.
- Familiarity with federal laws regarding electric, telecommunications, and water and sewer regulation as applicable.
- Ability to identify, analyze and research complex legal issues.
- Ability to draft clear, well-founded legal opinions and briefs.
- Ability to work effectively with other staff members.
- Ability to articulate Compliance and Enforcement Division's position before the Commission, 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 understand difficult technical issues in areas such as engineering and accounting.
- Ability to attend work regularly and adhere to approved work schedule.

## **TELECOMMUTING ELIGIBILITY**

- This position is eligible for telecommuting up to five (5) 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.