

**PUBLIC UTILITY COMMISSION OF TEXAS  
JOB DESCRIPTION**

<b>Classified Title:</b>	Legal Assistant V	<b>Class Code:</b>	3580
<b>Working Title:</b>	Legal Administrative Coordinator	<b>Salary Group:</b>	B23
<b>Division:</b>	Office of Policy and Docket Management	<b>FLSA:</b>	Exempt
<b>Supervisor:</b>	Commission Counsel/Managing Attorneys	<b>Date:</b>	07/26/23

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**GENERAL DESCRIPTION:**

Perform highly advanced and supervisory legal assistant work for the Office of Policy and Division. Work involves coordinating legal activities; researching, analyzing, investigating and drafting legal documents and assisting with case management. Plans, assigns, and supervises the work of the support staff. Work under minimal supervision with extensive latitude for the use of initiative and independent judgment.

**ESSENTIAL FUNCTIONS:**

- Plan, organize, and coordinate the functions for the legal secretaries.
- Supervise administrative staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, provide recommendations on staffing, performance, and promotions.
- Assist Commission Counsel in preparation of open meetings.
- Prepare orders and other documents to be filed in Central Records.
- Prepare and organize folders for tracking proposed orders, proposals for decision, requests for referral to the State Office of Administrative Hearings (SOAH), and referrals to SOAH.
- Update division spreadsheets to track pending dockets.
- Review all previous day's filings and distribute relevant daily filings.
- Monitor, and prepare folders for, motions for rehearing and appeals of interim orders.
- Monitor dockets returned from SOAH and dockets dismissed from SOAH.
- Monitor and track commission orders and track electronic signatures.
- Organize pending litigation folders related to Attorney General representation of matters and FERC matters.
- Assist in the preparation of administrative documents and reports.
- Organize and update division library, and online library.
- Assist with administrative matters as needed.
- Edit and proofread documents.
- Work on special projects as needed.
- 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.
- Keep management appropriately informed of ongoing activity and critical matters affecting the operation and well-being of the division.
- Adhere to all PUC personnel policies and division procedures and perform other work as assigned.

**REQUIRED MINIMUM QUALIFICATIONS:**

- Certification from a Legal Assistant Program or completion of a formal paralegal course of instruction. One (1) additional year of experience as a paralegal, legal assistant or legal secretary may be substituted for the certification; and
- Minimum of five (5) years' work experience as a paralegal, legal assistant, or legal secretary, or legal administrative assistant.

### **PREFERRED QUALIFICATIONS:**

- Previous experience working for a state government agency.
- Background in the electric, telecommunications, or water and sewer utilities industries.
- Experience in supervising the work of others.

### **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 legal terminology, research methods and techniques, administrative procedures and public notice requirements.
- Knowledge of basic academic legal principles, procedures and practices.
- Skill in the use of standard office equipment, word processing software, and computer-assisted legal research.
- Ability to identify, research, draft, prepare and interpret legal documents and to evaluate and relate findings to cases.
- Ability to develop and manage a system for handling cases.
- Strong oral and written communication, and organizational skills.
- Ability to work independently and interact well with the public and staff.
- Ability and willingness to work accurately under pressure of time deadlines.
- Attend work regularly and adhere to approved work schedule.

### **TELECOMMUTING ELIGIBILITY:**

- This position may be eligible for telecommuting up to one (1) day 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.

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JOB DESCRIPTION ACKNOWLEDGMENT**

**LEGAL ADMINISTRATIVE COORDINATOR** is an at-will employment position. It is, therefore, employment for no specified term of months or years, not under contract, and able to be terminated by the employee or the Public Utility Commission of Texas (PUCT) at any time for any reason other than those prohibited by state and federal law. The PUCT may use a system of progressive discipline prior to or instead of termination, but it is not required to do so.

The information provided below is not to be considered a contract. Its primary purpose is to provide an inclusive job description for the position of **LEGAL ADMINISTRATIVE COORDINATOR** of the PUCT. It is also intended to provide background information to any member of the general public regarding the duties of **LEGAL ADMINISTRATIVE COORDINATOR**.

An employee, by signing below, acknowledges that he or she has read the entire job description and understands the nature of at-will employment and the duties 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