

**PUBLIC UTILITY COMMISSION OF TEXAS
JOB DESCRIPTION**

Classified Title:	Attorney III - V	Class Code:	3504 - 3506
Working Title:	Interim Chair's Legal Advisor	Salary Group:	B25, B27, B29
Division:	Interim Chair Jackson's Office	FLSA:	Exempt
Supervisor:	Chief of Staff	Date:	07/06/23

GENERAL DESCRIPTION:

The Interim Chair's Legal Advisor serves as an advisor and performs advanced legal research for the Interim Chair on matters pending before the Commission, including contested cases, rulemakings, and general policy development. Serve as the liaison between the Interim Chair's Office and Commission staff, other state and federal agencies, legislative staff, industry personnel and the general public. Work under limited to minimal supervision with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- Provide the highest level of counsel and advice on all matters related to the agency.
- Manage legal components of the Interim Chair's Office.
- Assist the Interim Chair in preparing for open meetings by reviewing matters scheduled for consideration and providing advice on the legal and regulatory implications of items before the Commission.
- Express comments and legal opinions logically and persuasively both orally and in writing with an attention to detail.
- Assist in the formulation of Commission policy.
- Perform legal research on issues relating to utility regulation and oversight of electric, telecommunications, and water and sewer utilities.
- May serve as the liaison with other state and federal agencies, and legislative offices.
- Draft reports, memoranda, dissents, and correspondence on utility issues for the Interim Chair.
- Assist on projects and initiatives as needed.
- 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 III: Graduation from an accredited law school with a 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.

Attorney IV: Graduation from an accredited law school with a 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.

Attorney V: Graduation from an accredited law school with a LLB or JD degree; Licensed with the State Bar of Texas and eligible to practice law in Texas; and a minimum of five (5) years' experience legal work experience as a licensed attorney

Directly relevant regulatory work experience may be substituted for the legal work experience requirement.

PREFERRED QUALIFICATIONS:

- Practice experience in one or more of the following areas: electricity, telecommunications, and water and sewer regulation.
- Experience working for or appearing before the Public Utility Commission of Texas.
- Experience interacting with ERCOT.
- Experience working for a Commissioner or Chief Executive Officer.
- Superior written and verbal communication skills that can be brought to bear to creatively solve complex problems.

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.

- Skill in legal analysis, research, and writing.
- Ability to handle complex and highly technical issues.
- Ability to interpret and analyze complex and highly technical laws.
- Ability to effectively communicate in a wide range of complex areas.
- Ability to work independently with a minimum of direct supervision.
- Ability to work effectively under pressure and to work overtime as necessary.
- Ability to exercise mature judgment in carrying out assignments, and to deal diplomatically with staff, members of the public and industry representatives.
- Ability to attend work regularly and adhere to approved work schedule.

TELECOMMUTING ELIGIBILITY:

- This position is eligible for limited telecommuting and 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 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**

INTERIM CHAIR'S LEGAL ADVISOR 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 **INTERIM CHAIR'S LEGAL ADVISOR** of the PUCT. It is also intended to provide background information to any member of the general public regarding the duties of **INTERIM CHAIR'S LEGAL ADVISOR**.

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