

**PUBLIC UTILITY COMMISSION OF TEXAS
JOB DESCRIPTION**

Classified Title:	Legal Assistant II - IV	Class Code:	3574, 3576, 3578
Working Title:	Legal Assistant	Salary Group #:	B17, B19, B21
Division:	Legal	FLSA:	Non-Exempt
Supervisor:	Managing Attorney	Date:	05/11/23

GENERAL DESCRIPTION:

Perform routine to highly advanced legal assistant work for the Legal Division. Work involves researching, analyzing, investigating, and drafting legal documents and assisting attorneys with case management. Assist attorneys in investigation of and preparation for a variety of electric, communications, and water contested cases, before the State Office of Administrative Hearings and the Commission. Work under moderate to limited supervision with minimal to considerable latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- Calendar deadlines and meetings for attorneys.
- Perform legal research, draft pleadings, and index legal materials.
- Review and edit legal documents to verify accuracy, including citations and footnotes.
- Prepare staff for prehearing conferences and hearings, including preparing and filing exhibits.
- Prepare letters, memos, reports, and document using the correct division templates.
- Process undisputed licensing and tariff proceedings.
- Draft pleadings as requested by assigned attorneys based on examples posted on the Commission interchange.
- Coordinate development and preparation of staff recommendations and testimony in electric, communications, and water proceedings.
- Assist the public with inquiries regarding pending proceedings at the Commission and the State Office of Administrative Hearings.
- Assist in the preparation of administrative reports, studies, and specialized research projects.
- Assist with rulemaking proceedings.
- Perform quality reviews of documents to ensure the data (i.e., names and dates) on the documents are accurate and correct.
- Assist staff attorneys with tasks as needed.
- Attend work regularly and observe approved work hours in accordance with agency leave and attendance policies.
- Closely coordinate work with legal secretaries and other legal assistants in the Legal Division.
- Train legal secretaries and legal assistants.
- 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 agency's mission and core values.
- Adhere to all agency personnel policies and division procedures and perform other work as assigned.

REQUIRED MINIMUM QUALIFICATIONS:

- Certification from a formal Legal Assistant Program or Paralegal Certificate Program. One (1) additional year of experience as a paralegal, legal assistant or legal secretary may be substituted for the certification.
- Legal Assistant II - A minimum of two (2) years' work experience as a paralegal, legal assistant, legal secretary, or legal administrative assistant.
- Legal Assistant III – A minimum of three (3) years' work experience as a paralegal, legal assistant, legal secretary, or legal administrative assistant.
- Legal Assistant IV: A minimum of four (4) years' work experience as a paralegal, legal assistant, or legal secretary, or legal administrative assistant.

KNOWLEDGE, SKILLS AND ABILITIES:

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.

- 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 proceedings.
- Ability to develop and manage a system for handling workload.
- Strong oral and written communication skills and organizational skills.
- Ability to work independently and interact well with the public and other staff.
- Ability and willingness to work accurately under pressure of time deadlines.
- Attend work regularly and adhere to approved work schedule.

TELECOMMUTING ELIGIBILITY:

- This is a hybrid position and 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, you must have a secure workspace with reliable Internet service, 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 ASSISTANT 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 ASSISTANT** of the PUCT. It is also intended to provide background information to any member of the general public regarding the duties of **LEGAL ASSISTANT**.

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