

PUBLIC UTILITY COMMISSION OF TEXAS

JOB DESCRIPTION

Classified Title: Legal Assistant II – IV	Working Title: Legal Assistant
Class Code: 3574, 3576, 3578 Salary Group: B18, B20, B22	Position #: 00074530
FLSA Status: Non-Exempt	EEO Category: Para-Professional
Division: Compliance and Enforcement	Supervisor: Division Director

GENERAL DESCRIPTION

Perform routine to highly advanced legal assistant work in the Compliance and Enforcement Division. Work involves researching, analyzing, and investigating legal matters; drafting legal documents and orders; and supporting attorneys with case management. Responsibilities include preparing and reviewing legal documents conducting legal research and organizing case materials for hearing and proceedings. Work under limited to minimal supervision, with moderate to extensive latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS

- Assist in organizing and managing case preparation and presentation.
- Prepare legal and administrative documents, including orders for open meetings.
- Edit and proofread legal documents and correspondence.
- Assemble and organize exhibits and supporting materials for hearings and proceedings.
- Schedule and prepare attorneys for hearings, meetings, and depositions.
- Conduct legal research and prepare memoranda summarizing findings.
- Research and analyze sources such as statutes, judicial decisions, and articles.
- Verify accuracy of citations and references.
- Assist attorneys in electric, telecommunications, water and sewer utilities enforcement proceedings, including reviewing materials and drafting letters and pleadings.
- Assist the public with inquiries regarding pending cases before the Commission.
- Assist with processing and coordinating aid to the PUC's response to open records requests.
- Coordinate the intake, review, and routing of internal and external referrals to Compliance and Enforcement.
- 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.
- Adhere to all PUC personnel policies and division procedures and perform other work as assigned.

MINIMUM QUALIFICATIONS

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

PREFERRED QUALIFICATIONS

- Work experience as a paralegal, legal assistant or legal secretary in administrative law or utility law.

EFFECTIVE DATE:

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.
- Knowledge of office practices, administrative procedures, and records management.
- Knowledge of personal computers and standard software applications.
- Skill in interpreting laws, rules, regulations, policies, and procedures.
- Skill in organizing tasks effectively and maintaining a strong attention for detail.
- Skill in written and verbal communication, including formatting, composition, proofreading, and editing.
- Skill in establishing and maintaining effective working relationships.
- Ability to conduct legal research and draft, prepare, and interpret legal documents.
- Ability to meet established deadlines and manage multiple priorities.
- 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 may request an alternative work schedule in accordance with the PUCT's Alternative Work Schedule Policy. Approval of such requests, including any form of telecommuting, is at management's discretion and based on the business needs of the agency and the requirements of the position.

PHYSICAL AND COGNITIVE REQUIREMENTS AND WORKING CONDITIONS

This position primarily involves sedentary office work and requires extensive use of computers, copiers, printers, and telephones. It also requires regular communication and collaboration with staff and the public. The position requires cognitive abilities to learn, recall, and apply practices and policies and the stamina to maintain attention to detail despite interruptions.

Work is performed in a standard office environment or, if approved by management under the PUCT's Alternative Work Schedule Policy, from a secure remote work location. Approval of remote work is at management's discretion based on business needs and position requirements.

The physical and cognitive demands described are representative of those that must be met by an employee to successfully perform the essential function of this position. Reasonable accommodations will be made in accordance with applicable laws.

This position requires:

- Regular and punctual attendance.
- Frequent use of personal computers, copiers, printers, and telephones.
- Prolonged periods of 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.