

## PUBLIC UTILITY COMMISSION OF TEXAS JOB DESCRIPTION

<b>Classified Title:</b> Legal Assistant II – IV <b>Class Code:</b> 3574, 3576, 3578 <b>Salary Group:</b> B18, B20, B22 <b>FLSA Status:</b> Non-Exempt <b>Division:</b> Office of Policy and Docket Management	<b>Working Title:</b> Legal Assistant <b>Position #:</b> 00042823 <b>EEO Category:</b> Para-Professional <b>Supervisor:</b> Asst. Dir., Docket Mgmt.
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### **GENERAL DESCRIPTION**

Perform routine to highly advanced legal assistant work in the Office of Policy and Docket Management. Work involves researching, analyzing, investigating, and drafting legal documents and orders, and assisting agency administrative law judges with successful case management. Work under limited to minimal supervision, with moderate to extensive latitude for the use of initiative and independent judgment.

### **ESSENTIAL FUNCTIONS**

- Prepare orders and other documents for the administrative law judges (ALJs).
- Monitor procedural schedules and deadlines on assigned applications.
- Monitor daily filings in dockets.
- Check citations, quotations, footnotes, and references for accuracy.
- Edit and proofread documents.
- Assist in the preparation of various legal and administrative documents, including orders for open meetings.
- In drafting and editing documents, maintain strong attention to detail and ensure accuracy.
- Assemble exhibits and other documents as necessary.
- Assist with administrative matters as needed.
- Assist the ALJs with Commission-held hearings.
- Research and analyze sources such as statutes, judicial decisions, and law review articles.
- Prepare memoranda of research findings.
- Compile citations and references.
- Responsible for performance measures related to applications assigned.
- 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.

### **REQUIRED MINIMUM QUALIFICATIONS**

- Certification from a formal Legal Assistant Program or Paralegal Certificate Program. One (1) additional year of 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.

### **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 and administrative procedures.
- Ability to organize tasks effectively and demonstrate a strong attention to detail.
- Knowledge of personal computers and software applications.
- Skill in interpreting rules, regulations, policies, and procedures.
- Skill in written and verbal communication including formatting, composition, proofreading, and editing.
- Skill in establishing effective working relationships.
- Ability to meet established deadlines.
- Ability to conduct research, draft, prepare, and interpret legal documents.
- Ability to attend work regularly and adhere to 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.