

**PUBLIC UTILITY COMMISSION OF TEXAS  
JOB DESCRIPTION**

<b>Classified Title:</b> Legal Secretary III – IV	<b>Working Title:</b> Legal Secretary
<b>Class Code:</b> 3567, 3568	<b>Salary Group:</b> A17, A19
<b>FLSA Status:</b> Non-Exempt	<b>EEO Category:</b> Clerical
<b>Division:</b> Legal	<b>Supervisor:</b> Managing Attorney

**GENERAL DESCRIPTION**

Perform complex to advanced legal secretarial work in the Legal Division. Primary duties involve providing administrative support for division management, attorneys, and legal assistants. Work under moderate to limited supervision with limited to moderate latitude for the use of initiative and independent judgment.

**ESSENTIAL FUNCTIONS:**

- File documents with Central Records.
- Maintain the service list for each assigned proceeding and update as interventions occur.
- Send documents to other parties in proceedings.
- Format and proofread documents.
- Prepare documents that aid work on proceedings and the management of the division.
- Organize, route, index, and file documents.
- Schedule meetings and maintain calendars.
- Respond to public inquiries about pending proceedings at the Commission.
- May coordinate training, travel, and purchases and prepare and submit requisitions.
- 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 agency personnel policies and division procedures and perform other work as assigned.

**REQUIRED MINIMUM QUALIFICATIONS:**

- Legal Secretary III – High school graduation or GED equivalent and a minimum of two (2) years of legal secretarial, high-level administrative assistant or records management experience.
- Legal Secretary IV – High school graduation or GED equivalent and a minimum of three (3) years of legal secretarial, high-level administrative assistant or records management experience.

**PREFERRED QUALIFICATIONS:**

- Experience working for a state agency as a legal secretary, administrative assistant or records management.

**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.

- Proficiency in the use of personal computers, specifically with Microsoft Outlook, Word, and Excel; Adobe Acrobat; and Nuance Power PDF.
- Skill in the use of standard office equipment.
- Good oral and written communication skills.
- Knowledge of legal terminology.
- Ability to maintain records, calendars, and files.
- Ability to meet deadlines.
- Ability to work independently.
- Ability to interact well with coworkers and the public.
- Ability to work overtime.
- Ability to attend work regularly and adhere to approved work schedule.

**TELECOMMUTING ELIGIBILITY:**

- This position 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, 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.