

**PUBLIC UTILITY COMMISSION OF TEXAS
JOB DESCRIPTION**

Classified Title: Attorney V	Working Title: Managing Attorney
Class Code: 3506	Salary Group: B30
FLSA Status: Exempt, Professional	EEO Category: Professional
Division: Legal	Supervisor: Division Director

GENERAL DESCRIPTION

Perform highly advanced (senior level) legal work for the Legal Division related to electric, telecommunications, and water regulation. Primary duties involve the practice of administrative law, including, but not limited to, representing the public interest in contested cases, including proceedings before the State Office of Administrative Hearings (SOAH) and the Commission; providing legal and policy advice to agency staff; and assigning and overseeing the work of other attorneys. Work under minimal supervision with extensive latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS

- Represent the public interest through advocacy of agency staff's positions in various contexts, including contested cases before SOAH and the Commission.
- Analyze issues related to electric power, telecommunications, and water and sewer utilities; coordinate and take a lead role in the development, preparation and presentation of agency staff recommendations and testimony in contested cases proceedings.
- Cross-examine expert witnesses who testify on behalf of parties involved in contested cases.
- Perform legal research and analysis as necessary, or as assigned, identify legal issues relating to Commission projects and contested cases; write memoranda, position statements, or briefs evaluating the law on these topics.
- Participate in arbitration proceedings under the Federal Telecommunications Act.
- Participate in rulemaking proceedings in conjunction with other divisions.
- Prepare, in conjunction with other divisions as necessary, reports as required by the legislature or Commission.
- Produce electric power, telecommunications, and water and sewer utility information for the legislature.
- Respond to external inquiries and represent the Commission concerning Commission programs related to electric power and telecommunications policies, and water and sewer utility issues.
- Advise agency staff on legal and policy issues.
- Oversee and review the workload and work product of assigned attorneys in the Legal Division.
- Participate in the employee annual review process of assigned attorneys.
- 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.
- Keep management appropriately informed of ongoing activity and critical matters affecting the operation and well-being of the division.
- Adhere to agency personnel policies and division procedures and perform other work as assigned.

REQUIRED MINIMUM QUALIFICATIONS

- Graduation from an accredited law school with and LLB or JD degree.
- Licensed with the State Bar of Texas and eligible to practice law in Texas.
- Two (2) years' experience working as a licensed attorney in administrative law or electric, telecommunications, water and sewer utility industry regulatory areas or four (4) years' experience working as a licensed attorney.

PREFERRED QUALIFICATIONS

- Administrative hearing experience.
- Experience managing and overseeing the work of others.

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.

- Strong oral and written communications skills.
- Thorough knowledge of state laws regarding electric, telecommunications, and water and sewer utility regulation as well as administrative proceedings.
- Familiarity with federal laws regarding electric, telecommunications, and water and sewer regulation as applicable.
- Ability to effectively litigate contested cases.
- Ability to identify, analyze, and research complex legal issues.
- Ability to assign and oversee the work of others.
- Ability to draft and oversee drafting of clear, well-founded legal opinions and briefs.
- Ability to mentor less experienced attorneys and help them develop their legal skills.
- Ability to work effectively with other staff members.
- Ability to develop and articulate Legal Division's position before the Commission, SOAH, and in negotiations with opposing parties.
- Ability to exercise good judgment in handling complaints, inquiries, and the public.
- Ability to prioritize workload, work efficiently, and effectively utilize organizational skills.
- Ability to effectively represent the public interest as an administrative law attorney.
- Ability to understand difficult technical issues in areas such as engineering and accounting.
- Ability to attend work regularly and adhere to approved work schedule.

TELECOMMUTING ELIGIBILITY

- This is a hybrid position and is eligible for telecommuting up to three (3) 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, 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.