

TEXAS ETHICS COMMISSION JOB VACANCY NOTICE



Opening Date: **December 20, 2019**

Closing Date: **Until Filled**

Job Posting Number: **20-03**

Work In Texas Posting Number: **13938062**

Number of Vacancies: **1**

FLSA Status: ☒ **Exempt** ☐ Non-Exempt

State Job Title: **Legal Assistant II-III**

State Classification and Salary Group: **3574/B17 - 3756/B19**

Travel Required: ☒ **Yes** ☐ No

Type of Job: ☒ **Full-Time** ☐ Part-Time ☐ Temporary

Salary Range: **\$40,000 - \$46,000 Annual**

Salary is contingent upon qualifications and is subject to salary administration and budgetary restrictions.

Division: **Legal Guidance and Opinions**

Work Location: **Sam Houston Building, 10th Floor, 201 E. 14th Street, Austin, Texas 78701**

How to Apply: **REFER TO:** Human Resources **TELEPHONE:** (512) 463-5784

E-Mail: hr@ethics.state.tx.us TDD (800) 735-2989 (Relay Texas)

REMARKS (application procedure, special requirements):

- A State of Texas employment application must be completed.
- Employment applications may be obtained from the Texas Workforce Commission website at <https://twc.texas.gov/jobseekers/state-texas-application-employment>, or you may contact Human Resources at (512) 463-5784.
- Applications must be hand-delivered, mailed or e-mailed directly to the Texas Ethics Commission. Faxed applications will NOT be accepted. No résumés will be considered without a completed State of Texas Employment application.
- Any requests for reasonable accommodation needed during the application process should be communicated by the applicant to Human Resources.
- The Texas Ethics Commission is in a smoke-free building.

DUE TO THE HIGH VOLUME OF APPLICATIONS, WE DO NOT ACCEPT TELEPHONE CALLS. ONLY CANDIDATES SELECTED FOR INTERVIEW WILL BE CONTACTED.

THE TEXAS ETHICS COMMISSION DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES.

JOB DESCRIPTION:

Performs moderately-to-highly complex legal assistant work. Work primarily involves researching, compiling information for, and analyzing requests from agency filers to waive administrative late filing penalties; researching, analyzing, and drafting legal documents; and assisting attorneys with case management. Works under general supervision, with minimal-to-moderate latitude for the use of initiative and independent judgment.

SPECIFIC JOB FUNCTIONS:

- Reviews and analyzes statutes, rules, reports, affidavits, other legal documents, and database information to process filers' requests to waive late filing penalties.
- Uses spreadsheets, databases, and Word documents and templates to process requests to waive late filing penalties and prepare notices to external agency filers.
- Proofreads and edits legal documents, including checking citations, quotations, footnotes, and references for accuracy.
- Responds to telephone, written, and in-person inquiries from external agency filers regarding requests to waive late filing penalties.
- Prepares, assists in preparing, and distributes legal memoranda and legal documents for Commission board meetings.
- Drafts, revises, and edits Commission forms, instructions, guides, and other publications.
- May assist in reviewing and processing public information requests and requesting rulings under the Public Information Act.
- May research and analyze legal sources, such as statutes, rules, case law, administrative records, opinions, and articles.
- May assist with handling, drafting, and processing sworn complaint documents.
- May assist with compliance audits.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Minimum Qualifications:

- Minimum 2 years of experience as a legal assistant.
- Graduation from an accredited four-year college or university; major course work in law or a related field is generally preferred.
- Experience and education may be substituted for one another.

Preferred Qualifications:

- Experience as a legal assistant in a state agency or other governmental entity.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of legal terminology, research methods and techniques, administrative and court procedures, the legislative process, and public notice requirements.
- Skill in understanding and processing information, using office equipment, and using computers and applicable software, including Word, Excel, Access, Adobe Acrobat, Publisher, etc.
- Ability to conduct research; to draft, prepare, and interpret legal documents; to interpret and

apply statutes, rules, and legal procedures; and to evaluate and relate findings to cases in question.

- Strong detail-orientation, accuracy, and proficiency with numbers.
- Strong research, editing, and proofreading skills.
- Ability to multi-task and work under pressure.
- Excellent interpersonal communication skills.
- Ability to communicate effectively.
- Ability to establish and maintain harmonious working relationships with co-workers, agency staff, and external contacts.
- Work effectively in a professional team environment.

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:

Work is performed in a standard office environment and requires:

- Ability to remain in a seated position for long periods of time.
- Ability to lift up to 35 lbs.
- Normal cognitive abilities including the ability to learn, recall, and apply certain practices and policies.
- Marginal or corrected visual and auditory requirements.
- Constant use of personal computers, copiers, printers, and telephones.
- Ability to move about the office to access file cabinets and office machinery.
- Ability to work under deadlines, as a team member, and in direct contact with others.

WORK EXPECTATIONS:

Must be able to:

- Regularly, reliably, and punctually attend work.
- Responsibly handle sensitive and highly confidential information and situations.
- Work extended hours as necessary.
- Travel occasionally for work assignments and training.
- Show flexibility and adaptability toward changes in assignments and work schedules.
- Adhere to the agency's internal management policies and procedures.
- Exhibit work behaviors consistent with agency core values.

RELATED MILITARY OCCUPATIONAL SPECIALTY CODES:

Veterans, Reservists, or Guardsmen with a MOS or additional duties that fall in the fields of 27A Judge Advocate General, 250X Judge Advocate General Corps, LG10 or 04 Legal, 4410 Master of Law (General), and 44 Legal services or other related fields pertaining to the minimum experience requirement may meet the minimum qualifications for this position and are encouraged to apply. Additional Military Crosswalk information can be accessed at http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf

E-VERIFY:

This employer participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.