

Texas State Board of Plumbing Examiners

Employment Opportunity

929 East 41st Street

Austin, TX 78751

INTERNAL

Position: Legal Assistant II

Job Posting Number: 02/04-456-04

State Classification: 3574

Salary Group: B18 – Legal Assistant III

Salary: \$4483.67 to 5642.00 monthly

Full Time

Opening Date: 02/04/2025

Closing Date: Until Filled or Closed

Benefits: Excellent benefits provided; numerous elective benefits are available.

Job Description

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

The LEGAL ASSISTANT II reports to the agency General Counsel and performs highly complex (journeyman level) legal assistant work. Work involves coordinating legal activities; researching, analyzing, investigating, and drafting legal documents; and assisting attorneys with case management. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

TSBPE offices are located adjacent to an industrial type of facility where plumbing exams are administered.

Candidates selected for an interview may be required to complete an in-basket exercise to demonstrate communication and customer service skills necessary to be successful in this position.

Attendance and punctuality are required work attributes. This position is not eligible as a work-from-home position.

Military Crosswalk information can be accessed at:

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

Veterans: Go to www.texasskillstowork.com for assistance with translating your military work experience and training courses into civilian job terms, qualifications/requirements, and skill sets.

Essential Job Functions

- Coordinates rule efforts and rule filings with the Texas Register.
- Coordinates the timely scheduling, submission, and drafting all case filings to the State Office of Administrative Hearings for contested matters.
- Coordinates, assembles, and prepares evidence, exhibits, affidavits, and documents for use in legal proceedings.
- Ability to produce statistical reports, and other complex documents; and, to interpret, apply, and explain, both orally and in writing, statutes, rules, codes, procedures, and policies.

- Prepares, reviews, and edits legal correspondence, and other legal documents.
- Prepares staff for meetings with parties, witnesses, and expert witnesses.
- Drafts and responds to correspondence and opinion requests involving legal interpretations and decisions.
- Researches and analyzes legal sources. Prepares summaries of legal issues.
- Responds to public information requests.
- Prepares documents for board meetings and legislative session.
- Processes of Supplemental Criminal History information and forms.
- Assists the Enforcement Department.
- Assists in the general functions of a licensing agency.
- Performs other work as assigned.

Minimum Qualifications

- Excellent reading and writing skills. Competent in drafting basic business correspondence using proper spelling, punctuation, sentence structure, and grammar.
- Ability to effectively communicate in the contexts of telephone contacts, in-person contacts, testifying in court, and written communication; to establish and maintain effective working relationships and perform successfully in a team environment; and, to provide professional, friendly, caring customer service to all customers.
- Ability to conduct research; to draft, prepare, and interpret legal documents or criminal history records.
- Ability to use and research rules on the Texas Register.

- Graduation from an accredited high school, plus three years of full-time experience providing clerical and administrative support in a legal department/law office.

-One semester (15 semester hours) of accredited college work may be substituted for each six months of the required experience.

-Completion of 300 clock hours of course work in the clerical field from a licensed vocational, technical, or business school may be substituted for each six months of the required experience.

OR

-Completion of a legal secretarial curriculum from a licensed vocational, technical, or business school may be substituted for one year of the required experience.

- Ability to respond to public inquiries in a timely manner; to implement administrative and technical procedures; to interpret applicable laws, rules and regulations, policies, and procedures; to communicate effectively; and coordinate positively with others.
- Ability to gather, assemble, correlate, and analyze facts, devise solutions to problems, prepare reports, develop policies and procedures, and communicate effectively.
- Skill in the use of case management systems
- Knowledge of legal terminology; of administrative and legal procedures; of the legislative process; and of open government notice requirements.
- Skill in the use of office equipment; in the use of computers, including Microsoft Office applications such as Word and Excel; and, in conducting internet research.
- Experience in customer service, clerical, administrative, or technical support work.
- Consistently provides friendly, caring, and professional customer service.
- Demonstrates a spirit of teamwork, offering positive and constructive ideas, encouragement, and support to other members of the staff and team.

- Adheres to all personnel policies and performs other duties as assigned.

Graduation from a standard senior high school or equivalent is required. Graduation from an accredited four-year college or university is generally preferred and may substitute for the experience requirement. Paralegal or Legal Assistant Certification preferred.

An offer of employment is contingent upon selected candidate qualifying for access to criminal history record information through the Department of Public Safety pursuant to the TCIC/TLETS Access Policy.

Preferred (Not Required) Qualifications

Graduation from an accredited four-year college or university is generally preferred and may substitute for the experience requirement.

To Apply

NO FAXES OR PHONE CALLS, PLEASE!

- Submit a completed typed State of Texas application by e-mail to:

info@tsbpe.texas.gov

- or through the work in Texas website:

<https://www.workintexas.com/vosnet/Default.aspx>

IMPORTANT: Follow the instructions at the above internet address on how to download the State of Texas Application for Employment. Only completed State of Texas Applications will be considered. Resumes are accepted, but not in lieu of, the State of Texas application. Only signed completed State of Texas applications will be considered.

- Applications will be screened for minimum qualifications. The highest qualified candidates will be contacted for further consideration and the possibility of an interview. Skill demonstrations or work simulations will be part of the selection process. Copies of transcripts or diplomas will be requested. Only applicants who are interviewed will receive notification of selection results.
- Due to the nature of TSBPE business a background check will be conducted, prior to an offer of employment, to determine criminal history and any history of violations.
- The U.S. Immigration Reform and Control Act of 1986 requires new employees to present proof of identity and eligibility to work in the United States. TSBPE 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.
- Male candidates between the ages of 18 to 25 will be required to show proof of Selective Service System Registration or Exemption.
- Please contact Human Resources if you require assistance or special accommodations during the application or selection process.
- TSBPE is covered by the Fair Labor Standards Act (FLSA).

- TSBPE is an “employment at-will” agency.

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AN EQUAL OPPORTUNITY EMPLOYER

TSBPE does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status.