

PUBLIC UTILITY COMMISSION JOB VACANCY ANNOUNCEMENT



Legal Secretary (Legal Secretary II-III)

SUBMIT STATE OF TEXAS APPLICATION and Transcripts to:
PUC Mail Room, 8th Floor, Rm 8-100, 1701 North Congress Avenue, Austin, TX 78701, or
Email: Recruiter@puc.texas.gov, or
Fax: (512) 936-7054, or
www.workintexas.com

Application Process: Complete a State of Texas Application for Employment documenting how you meet the minimum qualifications. Resumes are not accepted in lieu of a completed application. If a college degree is a minimum required qualification, official/unofficial transcripts are required and must be submitted with the application (if you submit your application via www.workintexas.com, you must submit your transcripts via email to recruiter@puc.texas.gov). If you submit your application via workintexas.com, please **do not** submit another application directly to the PUC. Incomplete applications will not be accepted for consideration. Applicants interviewed will receive written non-selection notification.

Job Vacancy Number: 2018-36
Division: Office of Policy and Docket Management
Salary*: \$2,320.00 - \$3,507.00/month
(Commensurate with Qualifications)
Salary Group: A12, A14
Class: 3566, 3567
Type: Full-time Part-time Temporary

Opening Date: July 10, 2018
Closing Date: Open Until Filled
Hours Per Week: 40
Established Work Hours: 8:00–5:00, M-F
(Flextime may be available with supervisory approval)
FLSA:** Non-Exempt
EEO Category: Clerical

*The salary for an ERS Retiree or non-contributing member will be 9.5% less than the offered salary.

**Positions exempt from the Fair Labor Standards Act (FLSA) will earn compensatory time off rather than overtime for hours in excess of 40 hours per week.

VETERAN'S PREFERENCE

Veterans, Reservists, or Guardsmen with a Military Occupation Specialty (MOS) or additional duties that fall in the fields listed in the below link who meet the minimum qualifications are encouraged to apply.

The MOS codes applicable to this position can be accessed at:

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf

GENERAL DESCRIPTION

Perform moderately complex to complex legal secretarial work in the Office of Policy and Docket Management. Work involves providing legal and administrative support to the division's attorneys and legal assistants. Work under general supervision with limited to moderate latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS

- Provide secretarial support for the division's attorneys, analysts, and legal assistants to include proofreading, formatting, and copying documents for filing, and or mailing.
- Perform job duties that are periodically rotated among staff (open meeting coordination and agenda processing, SOAH referrals, records retention, ordering and stocking office supplies, processing training and travel requests, etc.) and duties assigned to other staff as a back-up when needed.
- Help maintain the central case files and litigation files to include initial file set-up, daily file management (including logging exhibit and confidential documents), and organizing boxed case files.
- Update the Commission and SOAH case files daily using the Agency Information System's filing list. Track and verify receipt of daily filings against the Central Records filing list.
- Prepare appellate records for dockets appealed to district court to include organizing pleadings, exhibits, and transcripts in prescribed format and developing an index of the record materials.
- Prepare and submit meeting and hearing notices to the *Texas Register*.
- Prioritize work assignments, draft routine correspondence, edit and proofread work.
- Assist with office equipment maintenance and daily mail pick-up and delivery.
- Answer telephones and respond to requests for information and documents.
- Attend work regularly and adhere to approved work schedule.

MINIMUM QUALIFICATIONS

- High School graduation or GED equivalent.
- Legal Secretary II: Minimum of one (1) year legal secretarial or administrative assistant experience.
- Legal Secretary III: Minimum of two (2) years legal secretarial or administrative assistant experience.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of English, including spelling, grammar, and punctuation, office machines, and general office practices.
- Must be detailed oriented, organized, and self-motivated.
- Ability to maintain complex filing systems.
- Proficiency in using word processing applications with high degree of accuracy.
- Ability to work independently and in a team environment, accept responsibility, be trustworthy, and interact well with others.
- Ability and willingness to carry out work assignments under the pressure of time deadlines.
- Ability to attend work regularly and adhere to an approved work schedule.

REMARKS

- An internal applicant who is selected for a position in their current salary group with the same or new state classification title will not receive a salary increase.
- An internal applicant is not eligible to apply for a class title within their current classification series in their division unless it is a supervisory position.
- Candidates invited to interview may be given a writing skills exercise.
- If required for position, licensure as a Professional Engineer or to practice law in Texas will be verified on the selected candidate through either the Professional Board of Engineers or the State Bar of Texas.
- Some positions may require additional work hours including evenings, weekends, or holidays to meet critical deadlines. Employees will earn compensatory time or overtime dependent on FLSA status.
- More than one position may be filled under this posting. Employees are required to comply with agency policies and provisions outlined in the employee handbook.
- The job posting in no way states or implies that the duties listed above are exclusive. Employees are required to perform other duties as may be assigned.
- A satisfactory driving record is required for driving a state or personal vehicle to conduct agency business. Selected candidates will have their driving record evaluated in accordance with the Commission's Traffic Safety policy.
- For males born on or after January 1, 1960, the PUC will verify proof of Selective Service registration through the online Selective Service System. Any males born after January 1, 1960 who are not registered will need to provide proof of exemption from the Selective Service registration requirement.
- The Public Utility Commission 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.
- The PUC has a *Post-Employment Restriction* – details furnished upon request.
- Female and minority applicants are encouraged to apply.
- The PUC is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, veteran status, age or disability in employment or the provisions of services.