

# PUBLIC UTILITY COMMISSION JOB VACANCY ANNOUNCEMENT



## Attorney (Attorney I-IV)

SUBMIT STATE OF TEXAS APPLICATION and Transcripts to:  
PUC Mail Room, 8<sup>th</sup> Floor, Rm 8-100, 1701 North Congress Avenue, Austin, TX 78701, or  
Email: [Recruiter@puc.texas.gov](mailto:Recruiter@puc.texas.gov), or  
Fax: (512) 936-7054, or  
[www.workintexas.com](http://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](http://www.workintexas.com), you must submit your transcripts via email to [recruiter@puc.texas.gov](mailto:recruiter@puc.texas.gov)). If you submit your application via [workintexas.com](http://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:** 2020-01  
**Division:** Legal  
**Salary\*:** See Salary Range Under Minimum Qualifications  
(Commensurate with Qualifications)  
**Salary Group:** B20, B21, B23, B25  
**Class:** 3501, 3502, 3503, 3504  
**Type:** Full-time  Part-time  Temporary

**Opening Date:** August 1, 2019  
**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\*\*:** Exempt  
**EEO Category:** Professional

\*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.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_Legal.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf)

### GENERAL DESCRIPTION

Perform entry level to highly complex 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 before the State Office of Administrative Hearings (SOAH) and the Commission; providing legal and policy advice to agency staff and the Commissioners. Work under close to limited supervision with minimal to considerable 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 the development, preparation and presentation of agency staff recommendations and testimony in contested cases.
- 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, and briefs evaluating the law on these topics.
- Participate in arbitration proceedings under the Federal Telecommunications Act.
- Participate in rulemaking proceedings.
- 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, electric power and telecommunications policies, and water and sewer issues.
- Advise agency staff and Commissioners on legal and policy issues.

### **MINIMUM QUALIFICATIONS**

*A law degree is a minimum required qualification. A letter of interest, resume, and official or unofficial law school transcripts must be submitted with the application.*

- Graduation from an accredited law school with LLB or JD degree.
- Licensed and eligible to practice law in Texas.
- Attorney I: Must have a strong desire to litigate and for early courtroom exposure.
- Attorney II: Minimum of two (2) years legal work experience as a licensed attorney and a strong desire to litigate and for early courtroom exposure.
- Attorney III: Minimum of three (3) years of litigation and administrative law experience as a licensed attorney.
- Attorney IV: Minimum of four (4) years of litigation and administrative law experience as a licensed attorney.

The salary range is as follows and commensurate with qualifications:

- Attorney I: \$4,250.00 - \$5,000.00/month
- Attorney II: \$4,833.34 - \$5,833.34/month
- Attorney III: \$5,833.34 - \$6,583.34/month
- Attorney IV: \$6,416.67- \$8,000.00/month

### **PREFERRED QUALIFICATIONS:**

- Legal experience with electric, telecommunications, or water and sewer utility issues.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Proficiency in the use of personal computers, specifically with Microsoft Word and Excel.
- Strong oral and written communication 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 identify, analyze and research complex legal issues.
- Ability to draft clear, well-founded legal opinions and briefs.
- Ability to work effectively with other staff members.
- Ability to 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 work occasional weekends and holidays.
- Ability to attend work regularly and adhere to 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.
- 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, and/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.
- In compliance with the Americans with Disabilities Act (ADA), the PUC will provide reasonable accommodation for individuals with a disability. An individual requiring a reasonable accommodation should contact Human Resources at (512) 936-7060 or [humanresources@puc.texas.gov](mailto:humanresources@puc.texas.gov).