TEXAS DEPARTMENT OF LICENSING & REGULATION

Working title: Legal Assistant
Class title: Legal Assistant IV
Posting No.: 1023-27
Opening Date: 10/27/2026
Closing Date: Open Until Filled
Location: EOT Bldg., 920 Colorado St., Austin, TX 78701
Class Code: 3578
FLSA: Administrative Exempt
Salary Group/Salary: B22, $57,614.04 - $66,000.00/yr.
Division: General Counsel
Number of positions: 1

General Description

The Legal Assistant performs highly complex (senior-level) legal assistant work and provides administrative support to the General Counsel, Deputy General Counsel, and Associate General Counsel. Work involves a variety of highly complex legal tasks related to drafting legal documents, maintaining a case file database, negotiating payment plans related to the enforcement of commission orders, litigation case file management, and assisting in the preparation of responses to subpoenas. Work also involves providing assistance to the Deputy General Counsel and the Associate General Counsel in the development, review and evaluation of program guidelines, policies and regulations; researching and analyzing legal sources such as statutes and case law for the purpose of developing effective administrative practices and procedures; and providing written and verbal interpretation of rules, statutes, policies and procedures to constituents, local municipalities, associations and state and federal agencies. The Legal Assistant works under limited supervision, with considerable latitude for the use of initiative and independent judgment. This position reports to the Associate General Counsel.

Essential Job Functions

- Prepares draft final orders for review by the General Counsel, Deputy General Counsel, Associate General Counsel, or Assistant General Counsels.
- Researches agency files as necessary to verify status of payment on final orders.
- Tracks the collection of administrative penalties including arranging payment agreements and referral of unpaid penalties to the Office of the Attorney General.
- Tracks and/or updates information in the appropriate database or case management system.
- Assists the General Counsel, Deputy General Counsel, Associate General Counsel, and Assistant General Counsels in coordinating, assembling, and preparing evidence, exhibits, affidavits, and documents for use in legal proceedings and the coordination of litigation activities with the Office of Attorney General.
- Develops, coordinates, and maintains record keeping system for files; maintains current history file of all statutory rule changes and/or revisions.
- Researches and analyzes legal sources such as statutes, case law, opinions, and various rules and regulations for the purpose of developing effective administrative practices.
- Provides written and verbal interpretation of rules, statutes, policies and procedures to constituents, local municipalities, associations and federal and state agencies.
- Tracks relevant legislation and assists in drafting cost analyses and bill summaries for proposed legislation.
- Assist in legislative implementation through facilitating rule revisions and updating agency statute library.
- Prepares periodic reports, special reports and implements special projects, ensuring reports and projects are accurate as completed within guidelines and time frames.
- Produces and maintains correspondence for commission members, interested parties, and members of the legislature. Assists in the preparation of Department policies, procedures and forms.
- Assists General Counsel staff with projects, reports, and agenda support materials.
- May assist with processing requests for public information, including gathering responsive documents, drafting correspondence to the requestor and the Office of the Attorney General, if necessary.
- Complies with division and/or agency training requirements.
- Demonstrates a spirit of teamwork, offering positive and constructive ideas, encouragement, and support to other members of the staff and team, while upholding the agency's core values.
- Keeps management appropriately informed of ongoing activity and critical matters affecting the operation and well-being of the agency.

- Adheres to all Texas Department of Licensing and Regulation Personnel Policies and performs related work as assigned.

Required and Preferred Qualifications

- Graduation from a standard senior high school or equivalent is required.
- Four (4) years of experience performing legal assistant work is required.
- Graduation from an accredited four-year college or university or certification as a legal assistant or paralegal is preferred.
- Experience and knowledge of statutes or programs regulated by TDLR is preferred.
- Experience and knowledge of the Texas Public Information Act and other statutes and rules enforced by the Department, and of the legislative process is preferred.
- Experience and knowledge of office management and administrative procedures is preferred.
- Experience conducting research, gathering data, and preparing reports is preferred.
- Experience drafting, preparing, and interpreting legal documents is preferred.
- Experience in administrative law is preferred.
- Experience with Microsoft Office, Adobe, and databases is preferred.

Knowledge, Skills, and Abilities

- Knowledge of the Texas Public Information Act and of other statutes and rules enforced by the Department, and of the legislative process.
- Knowledge of administrative law.
- Knowledge of office management and administrative procedures.
- Knowledge of legal terminology.
- Knowledge of research methods and techniques and of administrative procedures.
- Skill in understanding and processing information.
- Skill in the use of office equipment; and in the use of computers and applicable software including MS Office, Adobe, and databases.
- Ability to communicate effectively, effectively expressing difficult legal and administrative concepts.
- Ability to conduct research; and to draft, prepare, and interpret legal documents and evaluate findings.

Physical and Mental Requirements

- Must be able to walk, sit, or stand for extended periods of time.
- Must be able to perform data entry, type, and operate standard office equipment and computer software.
- Must be able to lift boxes weighing up to 25 lbs.
- Specific vision abilities required by this job include close vision and distance vision, with or without glasses or contacts.
- Ability to hear a forced whisper in the better ear at 5 ft., with or without a hearing aid.

Military Occupational Specialty Codes:

Veterans, Reservists, or Guardsmen with a MOS or additional duties or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are encouraged to apply.

Additional Military Crosswalk information can be accessed at:
https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf

HOW TO APPLY

To apply for a position, you must submit your application, resumé, and TDLR agency required application questions either online through the Texas Workforce Commission's WORKinTEXAS.com website at https://www.workintexas.com ***or*** to TDLR via email at: jobs@tdlr.texas.gov by the closing date stated on the job posting. For applications submitted via email, please list the job posting title and job posting number in the subject line. Applications submitted must be received the posting's closing date. When a job posting is listed as "Open Until Filled", it is best to apply as quickly as possible, as the posting may close or be placed on hold at any time with or without prior notification. Applications will NOT be accepted via mail, fax, or hand delivery. Incomplete applications may not be considered. If you desire an acknowledgement of the receipt of your application, you should apply via WorkInTexas and one should be auto generated by TWC. Only applicants interviewed will be notified of their selection or non-selection. All candidates recommended for IT, Lottery, and Bingo positions will be subject to an extensive criminal background investigation, including fingerprinting.

SELECTIVE SERVICE REGISTRATION
In accordance with legislation effective September 1, 1999, male candidates aged 18 to 25 are required to show proof of selective service registration (or exemption) prior to an offer of employment. Such proof is not required to be filed with an application but must be provided upon request by the Human Resources office.

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.

TDLR is not considering applications from individuals who require sponsorship for an employment visa, including those currently on student or post-graduate visas. All candidates must be approved to work in the United States by E-Verify and must present the needed documentation upon request.

TDLR IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

In compliance with the Americans with Disabilities Act (ADA), TDLR will provide reasonable accommodation. If you are scheduled for an interview and require reasonable accommodation in the interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request.