Working title: Prosecution Legal Assistant - DPS

Class title: Legal Assistant II
Posting No.: 1101-27
Opening Date: November 2, 2026
Closing Date: Open Until Filled
Location: North Campus, 1106 Clayton Ln., Austin, TX 78723
Class Code: 3574
FLSA: Non-Exempt
Salary Group/Salary: B18, $50,500.08 - $58,548.00/yr.
Division: Enforcement
Number of positions: 1

General Description

Performs moderately complex (journey-level) legal assistant and administrative support work in the Prosecution Section of the Enforcement Division, involving the initial review and processing of electronic DPS reports related to applicants, drafting legal documents and correspondence, and disseminating information regarding agency laws and procedures. Work also involves reviewing licensee and applicant criminal history background checks through the Department of Public Safety, and the collection, filing, retrieving, and dispatching of records for the agency's computerized Electronic Document Imaging System. Works under general supervision with limited latitude for the use of initiative and independent judgment. The Prosecution Legal Assistant – DPS reports to the Legal Assistant Supervisor.

Essential Job Functions

- Electronically submits and retrieves batches of licensee and applicant names to and from the Texas Department of Public Safety.
- Reviews criminal history record of each licensee or applicant and compares it to the Criminal Conviction Guidelines to make the initial recommendation of license revocation or denial.
- Refers possible denial candidates to a prosecutor. Enters enforcement holds into licensing databases on applicants when directed by a prosecutor and clears enforcement holds in licensing databases when directed by a prosecutor. Investigates criminal background of license applicants.
- Opens cases in the case management system and updates the case management system with appropriate actions reflecting case events and status. Also updates all case assignment spreadsheets when opening or assigning complaints for investigation.
- Assists the attorney in managing a high volume of criminal history background checks, processes a daily input of DPS reports, and ensures the expeditious movement of new cases to the investigators.
- Drafts and issues correspondence related to cases seeking more information regarding applications and Criminal History Questionnaires.
- Researches and interprets statutes, rules, regulations, codes, and administrative records, and analyzes their applicability and significance under fact situations presented in cases.
- Conducts internet research as needed to secure identity, location, ownership, and other background information about individuals, business entities, properties, and events.
- Conducts individual criminal history background checks using the DPS website.
- Responds to inquiries from applicants regarding their application filed with the agency, the agency's multiple statutes and rules, and the agency's enforcement procedures and policies. Responds to such inquiries both orally and in writing on a daily basis.
- Performs duties in accordance with division policies and procedures set forth by the Director, including but not limited to the Complaint Resolution Procedures Manual, the Legal Files Procedure Manual, the Enforcement Plan, and the Criminal Conviction Guidelines.
- Assists in responding to public information requests.
- Consistently provides friendly, caring, and professional customer service.
- 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 other related duties as assigned by the Legal Assistant Supervisor, Legal Assistant Manager, and Director of Enforcement.

Required and Preferred Qualifications

- Graduation from a standard senior high school or GED equivalent is required.
- Three years of experience performing administrative support work including one year of experience performing legal assistant work is required. Relevant experience may include, but is not limited to, retrieving and/or analyzing criminal history records; drafting, preparing, and interpreting legal documents; and/or the preliminary review of cases according to statute and rule requirements. (Graduation from an accredited four-year college or university with major coursework in law or criminal justice may substitute for the experience requirement.)
- Applicants selected for an interview will be required to complete a writing skills exercise as part of the interview process.
- Graduation from an accredited four-year college or university or certification as a legal assistant or Paralegal is preferred.
- Experience as a legal assistant conducting criminal history background checks using DPS reports related to applicants is preferred.
- Experience as a legal assistant drafting and interpreting legal documents, reviewing cases according to statute and rule requirements, using case management system, legal research using online legal resources, and/or preparing witnesses and exhibits for trial in the Enforcement Division of TDLR assigned to an Enforcement Prosecutor **OR** in a regulatory enforcement office setting for a state, federal agency, or municipality **OR** in a private legal office setting is preferred.
- Experience managing a caseload assigned to an Enforcement Prosecutor in the Enforcement Division of TDLR is preferred.
- Experience with Microsoft Word, Excel, PowerPoint, Outlook, Adobe, internet research, and business communication software (such as TEAMS) is preferred.
- Experience with the use of electronic case management systems like Legal Files is preferred.
- Experience with data entry is preferred.
- Experience reviewing electronic reports and investigating information involving respondents, individuals, businesses, and properties is preferred.
- Experience preparing reports, designing charts, and assisting in the preparation of manuals, guidelines, policies and procedures is preferred.
- Experience researching and responding to inquiries both orally and in writing concerning cases, statutes, rules, policies, and procedures is preferred.
- Experience working in a division of TDLR is preferred.
- Bilingual in Spanish, Vietnamese, or Mandarin is 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.

Knowledge, Skills, and Abilities

- Knowledge of legal practices and terminology; of basic legal concepts such as jurisdiction, notice, and due process; and of research methods and techniques.
- Knowledge of basic investigative methods, rules of evidence, and agency policies and procedures relevant to investigations and enforcement; of administrative law proceedings and the associated legal documents; and of state and federal laws, rules, and regulations relevant to agency programs and processes.
- Skill in the use of office equipment and computers, including Microsoft Office applications such as Word, Excel, PowerPoint, Teams, SharePoint, and Outlook.
- Skill in conducting internet research.
- Skill in the use of case management systems and licensing databases.
- Skill in drafting basic business correspondence using proper spelling, punctuation, sentence structure, and grammar.
- Ability to conduct research; to draft, prepare, and interpret legal documents or criminal history records; and to evaluate and compare documents and records.
- Ability to produce statistical reports, and other complex documents.
- Ability to interpret, apply, and explain, both orally and in writing, statutes, rules, codes, procedures, and policies.
- Ability to demonstrate independent thinking and decision making.
- Ability to plan and manage multiple tasks or courses of action simultaneously.
- Ability to effectively communicate in the contexts of telephone contacts, in-person contacts, testifying in court, and written communication.

- Ability to establish and maintain effective working relationships.
- Ability to perform successfully in a team environment.
- Ability to provide professional, friendly, and caring customer service to all customers.
- Ability to interpret criminal history records.
- Ability to respond effectively to rapidly changing situations and priorities.

Physical and Mental Requirements

- Must be able to sit or stand for extended periods of time, work well in stressful situations under strict deadlines, and operate standard office equipment and computer software.

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.