



TEXAS DEPARTMENT OF LICENSING & REGULATION
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JOB POSTING

**General Counsel/ Transparency and Records Accountability
Senior Legal Assistant- Open Records Coordinator
Legal Assistant IV
\$58,750.08- 64,000.08 annually
\$4,895.84- \$5,333.34 monthly**

Posting No: 0301-23

Opening Date: 03/17/23

Group: B21

Position: 58

Closing Date: UNTIL FILLED

Job Description

The Senior Legal Assistant – Open Records Coordinator is selected by and responsible to the General Counsel and the Deputy General Counsel and reports to the Deputy General Counsel and Open Records Attorney. The Senior Legal Assistant – Open Records Coordinator performs highly advanced legal assistant work assisting the Open Records Attorney, Deputy General Counsel and General Counsel in evaluating requests for public information, gathering responsive documents, making determinations of confidentiality, and preparing initial drafts of correspondence and legal briefs requesting attorney general determinations under the direction, supervision, and review of the Open Records Attorney, Deputy General Counsel, and General Counsel. Work also involves assisting in the development, review and evaluation of open records and related guidelines, policies and regulations; researching and analyzing legal sources such as statutes and case law to develop effective administrative practices and procedures; and, in consultation with the Open Records Attorney, providing written and verbal interpretation of Texas Public Information (Open Records) Act and related confidentiality provisions in statutes, policies, and procedures to agency personnel and requestors. The Open Records Coordinator works under minimal supervision, may supervise the work of others, with extensive latitude for the use of initiative and independent judgment in addressing routine Open Records issues.

***This position will be officed at TDLR's North Campus 1106 Clayton Ln, Austin, TX 78723.**

Essential Duties

- Receives, conducts intake, and processes requests for public information, ensuring that responsive documents are gathered, and public information requests are timely filled in accordance with the Texas Public Information Act, and agency and Section policies, procedures, and processes.
- Coordinates and manages the timelines for responding to public information requests in accordance with the Texas Public Information Act.
- Prepares, reviews, drafts, and edits briefs to be filed with the Office of the Attorney General related to public information requests.
- Coordinates, assembles, and prepares responses to public information requests, including exhibit/attachment cover sheets for responsive documents and marking confidential information.
- Drafts correspondence to requestors and the Office of the Attorney General. Responds to requests as needed.
- Drafts and tracks public information cost estimates.
- Keeps Open Records Attorney, General Counsel management, and agency media/communications staff appropriately informed of ongoing activity and critical matters affecting the operation and well-being of the agency.
- Participates in the development and delivery of training to new Open Records staff, other agency personnel, advisory boards, and the Commission on compliance with the Texas Public Information Act.
- Provides written and verbal interpretation of rules, statutes, policies, and procedures to agency personnel and requestors.
- Researches and analyzes legal and other sources, including statutes, case law, and Texas Attorney General opinions.
- Develops, coordinates, evaluates, and maintains recordkeeping system for public information requests and associated files and documents.
- Prepares periodic reports, special reports and implements special projects, ensuring reports and projects are accurate as completed within guidelines and time frames.

- May assist Open Records Attorney and other General Counsel staff with projects, reports, and agenda support materials.
- May assist with other legal assistant duties in coordination with the Office of the General Counsel Legal Support Team Lead related to contested cases, collections, bankruptcy matters, rule filings, litigation, and records management.
- May assign the work of others.
- Complies with division and agency training requirements.
- Demonstrates a spirit of teamwork and offers 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.

Minimum Requirements

Four (4) years of experience performing legal assistant work required. Experience performing work involving the Texas Public Information Act (TPIA) or Freedom of Information Act (FOIA) preferred. The experience requirements may run concurrently. Graduation from a standard senior high school or equivalent is required. Graduation from an accredited four-year college or university preferred and may substitute for one (1) year of the general experience requirement. Certification as a legal assistant or paralegal is preferred.

*Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of 127D- Paralegal Specialist, YN- Yeoman, 4421- Legal Services Specialist, 4422- Legal Services or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. **Additional Military Crosswalk information can be accessed at:**http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf*

Remarks

The successful candidate will have: Knowledge of the Texas Public Information Act and other statutes and rules enforced by the Department; of the legislative process; and of public notice requirements. Knowledge of office management and administrative procedures. Knowledge of legal terminology; of research methods and techniques; and of administrative procedures. Skill in understanding and processing public information; in the use of office equipment; and, in the use of computers, databases and software, including MS Office. Skill in the use of electronic databases; in conducting internet research; and, in drafting business and legal correspondence using proper spelling, punctuation, sentence structure, and grammar. Ability to effectively communicate and express complex legal and administrative concepts; to conduct thorough research; and, to draft, prepare and interpret legal documents and evaluate findings. Ability to interpret, apply, and explain, orally and in writing, statutes, rules, codes, procedures, and policies; to establish and maintain effective working relationships; and, to provide professional, friendly, caring customer service to all customers. Ability to demonstrate independent thinking and decision making; and, to review the work of others and provide meaningful feedback using tact and diplomacy, as well as guidance and mentoring on an ongoing basis. Ability to plan and manage multiple tasks or courses of action simultaneously; and, to respond to rapidly changing situations and priorities.

Applications may be downloaded from TDLR's website <https://www.tdlr.texas.gov/employ.htm>. E-mail or fax applications to: TDLR, Human Resources Office, P.O. Box 12157, Austin Texas 78711, Fax (512) 475-3377. E-mail Human.Resources@tdlr.texas.gov. **Resumes will not be accepted in lieu of State Applications. Applications not completely filled out may be rejected. Only typed applications will be considered.**

This job is covered by the Fair Labor Standards Act (FLSA). FLSA-eligible employees who work in excess of 40 hours in a workweek receive time off at a time-and-one-half rate as the primary method of compensation in lieu of cash payment.

TDLR IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

TDLR 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 provides a total compensation package that enables us to attract, motivate, and retain highly skilled and talented employees, including a merit system, full use of salary ranges, performance awards, retention and recruitment bonuses.

In compliance with the Americans with Disabilities Act (ADA), TDLR will provide reasonable accommodation during the hiring and selection process for individuals with a disability. If you need assistance completing the application, contact TDLR Human Resources at 512-463-7184. If you are contacted for an interview and need accommodation to participate in the interview process, please notify the person scheduling the interview

