



TEXAS DEPARTMENT OF LICENSING & REGULATION
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Austin, Texas 78701
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JOB POSTING (North Campus)
Enforcement/Prosecution
Prosecutor's Legal Assistant
Legal Assistant III
\$49,000.08 - \$54,750 annually
\$4,083.34-\$4,562.50 monthly

Posting No: 0910-23

Opening Date: 09/20/22

Group: B19

Closing Date: UNTIL FILLED

Position: 157

Job Description

The Prosecutor's Legal Assistant is selected and responsible to the Legal Assistant Manager and Legal Assistant Supervisor, and supports a prosecuting attorney in the Prosecutor section, performing a variety of highly complex legal and administrative support duties designed to assist the attorney with caseload management. The Prosecutor's Legal Assistant is primarily responsible for reviewing and resolving complaints against licensees and other regulated persons and entities, extensive drafting of legal documents, scheduling hearings, preparing witnesses and organizing evidence for presentation in hearings, and disseminating general information regarding enforcement cases under multiple statutes. Work is performed under limited supervision with considerable latitude for the use of initiative and independent judgment concerning priorities, methods and procedures to accomplish assigned duties.

The position is located at the North Campus 1106 Clayton Lane Austin, TX 78723.

Essential Duties

- Reviews investigative reports related to complaints to ascertain that all necessary evidence has been obtained and makes recommendations to the prosecutor regarding resolution of enforcement cases.
- Drafts appropriate legal documents and correspondence, including but not limited to notices of alleged violation, notices of hearing, letters of proposed license denial, motions, agreed orders, exceptions to proposals for decision, and case closing letters.
- Stays up to date on the status of enforcement cases by maintaining an accurate tickler system for notices of alleged violation and other time-sensitive documents. Maintains case files and records relevant information in the case management system.
- Responds to inquiries about enforcement cases, from inside and outside the agency. Also responds to inquiries regarding TDLR'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.
- Docket cases for administrative hearings. Assists the attorney in preparing for administrative hearings. Schedules witnesses and prepares them for testifying, organizes documentary evidence, and prepares exhibit lists, trial notebooks, and other tools used by the attorney.
- Maintains an accurate schedule of informal conferences and administrative hearings, and prompts attorneys and investigators as needed for trial preparation or case settlement.
- Attends administrative hearings and Commission meetings with the attorney and assists as needed.
- Negotiates settlements of enforcement cases.
- Assists the attorney in managing a high-volume caseload that includes cases under all of the statutes administered by TDLR.
- Researches and interprets statutes, rules, regulations, codes, and administrative records, and analyzes their applicability and significance in specific fact situations presented in complaints.
- Conducts Internet research as needed to secure identity, location, ownership and other background information about individuals, business entities, properties, and events.
- Assists the General Counsel's Office on open records requests including gathering and compiling responsive documents and information.
- Performs duties in accordance with the Complaint Resolution Procedures Manual, the Enforcement Plan and the Criminal Conviction Guidelines.

- 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 duties as assigned by the Legal Assistant Supervisor, Legal Assistant Manager and Director.

Minimum Requirements

Graduation from a standard senior high school or equivalent. Three years experience performing legal assistant work required. Relevant experience may include, but is not limited to, drafting and interpreting legal documents; reviewing cases according to statute and rule requirements; preparing witnesses and exhibits for trial, legal research, and investigative work utilizing the Internet and other resources. College or university course work in a field related to law or investigations may be substituted for one year of legal assistant experience. Paralegal certification 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 legal practices and terminology, and understanding of basic legal concepts such as jurisdiction, notice, and due process; knowledge of basic investigative methods, rules of evidence, and agency policies and procedures relevant to investigations and enforcement; working knowledge of administrative law proceedings and the associated legal documents; proficiency in drafting legal documents and basic business correspondence using proper spelling, punctuation, sentence structure, and grammar; knowledge and experience with using computers and other office equipment, and software such as Microsoft Word, Excel, PowerPoint, Internet, and Outlook; ability to use a computer to conduct Internet research and produce legal documents and correspondence; general understanding of the use of electronic databases; effective communication skills in the contexts of telephone contacts, in-person contacts, and testifying in court; excellent writing skills; ability to establish and maintain effective working relationships; ability to demonstrate independent thinking and decision-making; and ability to plan and manage multiple tasks or courses of action simultaneously, and respond effectively to rapidly changing 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 working 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 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.