



TEXAS DEPARTMENT OF LICENSING & REGULATION
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Austin, Texas 78701
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JOB POSTING (North Campus)
Enforcement/Prosecution
Prosecution Legal Assistant-DPS
Legal Assistant II
\$42,500.04 - \$43,800 annually
\$3,541.67- \$3,650 monthly

Posting No: 1201-22

Opening Date: 12/02/21

Group: B17

Closing Date: UNTIL FILLED

Position: 229

Job Description

The Prosecution Legal Assistant - DPS is selected by and responsible to the Legal Assistant Manager and Legal Assistant Supervisor, and performs complex legal support duties in the Prosecution Section, 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 involves reviewing license 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. Work is performed under general supervision with moderate latitude for the use of initiative and independent judgment.

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

Essential Duties

- 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 in specific 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 the Complaint Resolution Procedures 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 TDLR Personnel Policies and performs other duties as assigned by the Legal Assistant Supervisor, Legal Assistant Manager and Director.

Minimum Requirements

Three years of administrative experience required, including one year experience performing legal assistant work, such as: 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 a standard senior high school or equivalent is required. Graduation from an accredited four-year college or university is generally preferred and may substitute for the experience requirement. Bilingual candidates 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.

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; of basic legal concepts such as jurisdiction, notice, 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; in the use of computers, including Microsoft Office applications such as Word and Excel; and, in conducting internet research. 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; and, to interpret, apply, and explain, both orally and in writing, statutes, rules, codes, procedures, and policies. Ability; to demonstrate independent thinking and decision making; to plan and manage multiple tasks or courses of action simultaneously; and, to respond to rapidly changing situations and priorities. Ability to effectively communicate in the contexts of telephone contacts, in-person contacts, testifying in court, and written communication; to establish and maintain effective working relationships and perform successfully in a team environment; and, to provide professional, friendly, caring customer service to all customers.

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.