



TEXAS DEPARTMENT OF LICENSING & REGULATION
920 Colorado, 7th Floor
Austin, Texas 78701
(512) 463-7184, Fax (512) 475-3377
Human.Resources@tdlr.texas.gov

JOB POSTING- North Campus- *REVISED

**General Counsel/ Rule
Rules Coordinator
Legal Assistant III
\$48,324- *\$56,500.08 annually
\$4,027- \$4,708.34 monthly**

Posting No: 1110-22

Opening Date: 11/23/21

Group: B19

Closing Date at 5 PM: UNTIL FILLED

Position: 483

Job Description

The Legal Assistant is selected by and responsible to the Deputy General Counsel with some duties assigned by the Legal Support Team Lead. The Legal Assistant performs a variety of complex legal tasks including assisting in the drafting, proposing, and adopting of administrative rules for more than forty statutes, and handling all aspects of rule adoption procedures. This position will involve extensive drafting and filing of rulemaking documents with the Texas Register and will require excellent editing skills and attention to detail. Work also involves providing assistance to the General Counsel and the Team Lead 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.

Essential Duties

- Reviews and processes rule amendment, new rule, and rule repeal submissions. Drafts preambles for Texas Register filings. Compiles rule comments. Submits rule filings in accordance with the requirements set forth by the Secretary of State.
- Develops, coordinates, and maintains record keeping system for files; maintains current history file of statutory rule changes and/or revisions.
- Maintains the libraries of all administrative rules, changes, revisions and proposals to enable research into specific dates of drafting, proposal, hearing notice, effective dates, etc.
- Tracks relevant legislation and assists in drafting cost analyses, fiscal impacts, and bill summaries for proposed legislation. Assists in legislative implementation through facilitating rule revisions and updating the agency statute library.
- Tracks the collection of administrative penalties including arranging payment agreements and referrals of unpaid penalties to the Office of the Attorney General.
- Tracks and/or updates information in the appropriate database or case management system.
- Researches agency files as necessary to verify status of payment on final orders.
- Provides written and verbal interpretation of rules, statutes, policies and procedures to constituents, local municipalities, associations, and federal and state agencies.
- 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.
- May assist, as needed, with other legal assistant duties in the Office of the General Counsel related to contested cases, final orders, collections, bankruptcy matters, public information, and litigation.
- Assists General Counsel staff with projects, reports, and agenda support materials.
- 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.

Minimum Requirements

Three (3) years' experience performing legal assistant work required. Experience in reviewing and/or processing rule amendment, new rule, and rule repeal submissions preferred. Graduation from a standard senior high school or equivalent required. Graduation from an accredited four-year college or university preferred. Certification as a legal assistant or paralegal 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.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport

Remarks

The successful candidate will have: Knowledge of 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 basic administrative and court procedures. Skill in understanding and processing information; in being highly organized and detail-oriented; in the use of office equipment; and, in the use of computers and applicable software including MS Office. Ability to communicate effectively, expressing difficult legal and administrative concepts; to strategize and prioritize effectively to accomplish multiple tasks; to conduct research; and, to draft, prepare and interpret legal documents and evaluate findings.

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