

**TEXAS COMMISSION ON LAW ENFORCEMENT
STATE AGENCY – JOB VACANCY NOTICE**

JOB LISTING NO: 16-09
SALARY: \$30,000
POSITION TITLE: LEGAL SECRETARY II
LOCATION: TCOLE Headquarters, Austin TX

CLOSING DATE: Until Filled
DURATION: Regular Full-time
CLASS NO.: 3566
NUMBER OF OPENINGS: 1

GENERAL DESCRIPTION

Performs moderately complex (journey-level) legal secretarial work. Work involves providing legal and administrative support and maintaining communication with clients, attorneys, agencies, and the general public. Works under general supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Organizes, indexes, and files legal and administrative documents.

Reviews and processes mail for legal staff and schedules, maintains, and updates appointment calendars detailing events.

Answers the phone, providing general information or routing calls as appropriate.

Coordinates travel arrangements for legal staff and prepares or processes related paperwork and files.

Files, schedules and prioritizes attorney caseloads for contested case hearings at the State Office of Administrative Hearings, informal settlement conferences, and mediations.

Coordinates the service of subpoenas, notices of deposition, and preparation of other legal documents.

Assists in preparing General Counsel for board meetings; prepares board meeting agenda materials submitted by the General Counsel.

Understands and maintains confidentiality as it applies to both data and attorney-client communications.

Prepares, proofreads, and edits legal and administrative documents.

Arranges interviews, depositions, and court appearances.

Checks citations, quotations, footnotes, and references for accuracy.

Maintains record-keeping and filing systems.

Assists in organizing trial and hearing materials.

May prepare statistical and administrative reports.

May transcribe legal and technical dictation and record hearings activities.

May assist in preparing responses to legislation inquiries and open records requests.

May assist with maintaining a law library.

Performs related work as assigned.

May require infrequent travel

Works in the Office of the General Counsel and Reports to the General Counsel.

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Experience in legal secretarial work preferred. Graduation from a standard senior high school or equivalent is required.

Knowledge, Skills, and Abilities

Knowledge of legal practices and terminology; and of spelling, punctuation, sentence structure, and grammar.

Skill in the use of computer and office equipment and reference materials.

Ability to prepare legal correspondence and documents, to take and transcribe dictation, and to maintain files and records.

Obtain a favorable recommendation after a Law Enforcement Sensitive Background Investigation is required.

Note: The following Military Occupation Specialty (MOS) codes are generally applicable to this position: 27D, 270A, LN, YN, 4400, 4421, 4422, 4430, 5JDX1, 27, 44, 5J. Applicants must fully complete the summary of experience to determine if minimum qualifications are met. Additional Military Crosswalk information can be accessed at http://www.hr.sao.texas.gov/compensation/militarycrosswalk/mosc_legal.pdf

APPLICATION PROCESS:

Apply for this position through www.workintexas.com. Applications should demonstrate how you meet or exceed the job requirements. Resumes are not required, but may be attached to application. Any additional questions related to the job posting must be completed in order to apply.

Texas Commission on Law Enforcement, 6330 E Highway 290 STE 200, Austin, Texas 78723-1035. **The Commission is an Equal Opportunity Employment Agency. Applications received after the closing date will not be considered.**