

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

**POSITION TITLE:** Legal Assistant II (Enforcement Division)

**SALARY:** \$36,976 - \$61,319

**DURATION:** Full-Time

**CLOSING DATE:** Until Filled

**NUMBER OF OPENINGS:** 1

**LOCATION:** TCOLE Headquarters - 6330 East Hwy 290, STE 200 Austin, Texas 78723

**GENERAL DESCRIPTION**

Performs complex (journey-level) legal assistant work. Work involves researching, analyzing, investigating, and drafting legal documents and assisting attorneys with case management.

Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

**EXAMPLES OF WORK PERFORMED**

Drafts and prepares pleadings, motions, briefs, abstracts, petitions, summary judgments, legal correspondence, and other legal documents.

Researches and analyzes legal sources such as statutes, case law, administrative records, opinions, articles, treaties, property titles, and rules and regulations.

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

Assembles, and prepares evidence, exhibits, affidavits, and documents for use in legal proceedings.

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

Summarizes laws, rules, and regulations.

Schedules, attends, and prepares attorneys for hearings, trials, meetings, interviews, appellate arguments, depositions, and docket calls.

Schedules and prioritizes attorney caseloads; organizes case files; attends initial interviews and depositions; conducts investigations; and prepares chronologies, fact summaries, and witness files.

Schedules and drafts interrogatories, requests for production, requests for admissions, and requests for information.

Reviews and performs redacting of confidential documents for filing with various courts.

Meets with clients and others to discuss details of cases

Assists in drafting cost analyses and bill summaries for proposed legislation, and tracks and analyzes relevant legislation.

Assists in responding to public information requests.

Performs related work as assigned

**GENERAL QUALIFICATION GUIDELINES**

**Experience and Education**

Experience in legal assistance work. Graduation from an accredited four-year college or university with major coursework in law or a related field is generally preferred. Experience and education may be substituted for one another.

### **Knowledge, Skills, and Abilities**

Knowledge of legal terminology; of state and federal laws, rules, and regulations; of research methods and techniques; of administrative and court procedures; of the legislative process; and of public notice requirements.

Skill in understanding and processing information, in the use of office equipment, and in the use of a computer and applicable software.

Ability to conduct research; to draft, prepare, and interpret legal documents; to evaluate and relate findings to cases in question; to conduct investigations; and to communicate effectively

### **REGISTRATION, CERTIFICATION, OR LICENSURE**

May require certification as a legal assistant

**MILITARY OCCUPATIONAL SPECIALTY CODES** can be found at <http://www.hr.sao.texas.gov/CompensationSystem/JobDescriptions>

**VETERAN'S PREFERENCE:** If you choose to claim veteran's employment preference including surviving spouse or orphan of a veteran as outlined by the State of Texas, you must attach a DD214 at the time your application is submitted.

**FOR NEW HIRES/REHIRES:** Health insurance is available the 1st of the following month after a 60-day waiting period.

**TO APPLY:** Application may be completed at: [Job Search \(taleo.net\)](#)

**APPLICATIONS SUBMITTED THROUGH WORK IN TEXAS:** Work In Texas (WIT) applicants must complete the supplemental questions to be considered for the posting. In order to complete the supplemental questions please go to CAPPS Recruit to register or login and access your profile. Go to CAPPS Recruit to sign in (Link: <https://capps.taleo.net/careersection/407/jobsearch.ftl?lang=en> )

**PLEASE NOTE:** All applications must contain complete job histories, which includes job title, dates of employment, name of employer, supervisor's name and phone number and a description of duties performed. If this information is not submitted, your application may be rejected because it is incomplete. Resumes do not take the place of this required information. Candidates may be asked to participate in a skills demonstration and/or presentation. Salary is contingent upon qualifications and is subject to salary administration and budgetary restrictions.

- Complete copies of college transcripts must be furnished to the divisional hiring representative at the time of the interview for positions
- If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Only applicants scheduled for interviews will be contacted.
- *As an equal opportunity employer, we hire without consideration to race, religion, color, national origin, sex, disability, age, or veteran status, unless an applicant is entitled to the veteran's preference.*

- *This position requires the applicant to meet Agency standards and criteria which may include passing a pre-employment criminal background check, prior to being offered employment by the Agency.*