

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: LEGAL ASSISTANT II -  
Section Leader

SALARY GROUP: B17

DEPARTMENT: State Counsel for Offenders

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Rudolph Brothers, Jr. DATE: 08/11/2014

POSITION #: 015081

**I. JOB SUMMARY**

Performs complex legal assistant work. Work involves researching, analyzing, investigating, and drafting legal documents; assisting attorneys with case management; and training others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Schedules, attends, and prepares attorneys for hearings, trials, meetings, interviews, appellate arguments, depositions, and docket calls; schedules and prioritizes attorney case loads; organizes case files; attends initial interviews and depositions; assists in conducting investigations; prepares chronologies, fact summaries, and witness files; and explains previously interpreted laws, rules, and regulations to others.
  - B. Drafts and prepares pleadings, motions, briefs, abstracts, petitions, summary judgments, and other legal documents; drafts correspondence, memoranda, and other legal documents; and reviews mail and screens calls for attorneys.
  - C. Researches and analyzes legal sources to include statutes, case law, administrative records, opinions, articles, and various rules and regulations.
  - D. Coordinates the service of subpoenas, notices of depositions, and preparation of other legal documents; and coordinates work with state and federal law enforcement officials, courts, and agency officials.
  - E. Assists in coordinating, assembling, and preparing evidence, exhibits, affidavits, and other documents for use in legal proceedings to include initial preparation of all trial files; and files pleadings with courts.
  - F. Organizes, assigns, and reviews the work of others; provides performance data regarding the evaluation of legal staff; and provides training and technical assistance.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Graduation from an accredited senior high school or equivalent or GED.
2. Three years full-time, wage-earning experience in legal work. Thirty semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) may be substituted for each year of experience on a year-for-year basis for a maximum substitution of two years.

Graduation from a course study for legal assistants approved by the American Bar Association or the American Association for Paralegal Education may be substituted for two years of the experience of the required experience.

**B. Knowledge and Skills**

1. Knowledge of legal terminology and of research methods and techniques.
2. Knowledge of administrative and court procedures.
3. Knowledge of office practices and procedures.
4. Knowledge of the legislative process.
5. Knowledge of time calculations related to sentencing of offenders preferred.
6. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
7. Skill to conduct research and investigations.
8. Skill to interpret court documents and correspondence.
9. Skill to evaluate and relate findings of cases.
10. Skill to communicate ideas and instructions clearly and concisely.
11. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.

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12. Skill to interpret and apply rules, regulations, policies, and procedures.
13. Skill in problem-solving techniques.
14. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
15. Skill to review technical data and prepare technical reports.
16. Skill to type 45 words per minute (with no more than 10 errors) required; 60 words per minute preferred.
17. Skill to interpret and translate Spanish to English and English to Spanish preferred.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.