

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: LEGAL ASSISTANT I -  
Office of the General Counsel

SALARY GROUP: B15

DEPARTMENT: Office of the General Counsel

Page 1 of 3

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: Jill Durst DATE: 6/22/2015

POSITION #: 035037

**I. JOB SUMMARY**

Performs routine legal assistant work. Work involves researching, analyzing, investigating, and drafting legal documents; and assisting attorneys with case management. Works under moderate supervision with minimal 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; assists in scheduling and prioritizing attorney case loads, organizing case files, and preparing chronologies, fact summaries, and witness files; attends initial interviews and depositions; and explains previously interpreted laws, rules, and regulations to others.
- B. Prepares drafts of pleadings, motions, briefs, abstracts, petitions, summary judgments, legal correspondence, and other legal documents; and checks citations, quotations, footnotes, and references for accuracy.
- C. Researches and analyzes legal sources to include statutes, case law, administrative records, opinions, articles, treatises, land titles, and various rules and regulations; and assists in researching and preparing legislative histories.
- D. Coordinates the service of subpoenas, notices of depositions, and other legal documents; and participates in coordinating the scheduling and drafting of interrogatories, requests for production, requests for admissions, and other requests for information.
- E. Assists in coordinating, assembling, and preparing evidence, exhibits, affidavits, and other documents for use in legal proceedings; files pleadings with courts; and reviews mail and screens calls for attorneys.

\* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: LEGAL ASSISTANT I -  
Office of the General Counsel

SALARY GROUP: B15

DEPARTMENT: Office of the General Counsel

Page 2 of 3

**III. MINIMUM QUALIFICATIONS**

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

1. Graduation from an accredited senior high school or equivalent or GED.
2. Two 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

or

graduation from a course study for legal assistants approved by the American Bar Association or the American Association for Paralegal Education.

3. Computer operations experience preferred.
4. Litigation support experience preferred.
5. Experience in the use of legal research software programs preferred.

**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 agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to conduct research and investigations.
7. Skill in interpreting court documents and correspondence.
8. Skill to evaluate and relate findings to cases.
9. Skill to review technical data and prepare technical reports.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: LEGAL ASSISTANT I -  
Office of the General Counsel

SALARY GROUP: B15

DEPARTMENT: Office of the General Counsel

Page 3 of 3

10. Skill to communicate ideas and instructions clearly and concisely.
11. Skill to interpret policies, procedures, laws, rules, and regulations and apply them to daily operations.
12. Skill in problem-solving techniques.
13. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
14. Skill in the use of personal computers and related equipment in a stand-alone or local area network environment.

**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, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 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.