

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

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

SALARY GROUP: B17

DEPARTMENT: Office of the General Counsel

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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: Jill Durst DATE: 5/29/2015

POSITION #: 035045

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 caseloads; organizes case files; prepares 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 researches and prepares 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.
 - F. Provides training and technical assistance in the program area, and reviews the work of others.
- * 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.

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 required experience.

3. One year full-time, wage-earning computer operations experience.
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 public notice requirements.
5. Knowledge of the legislative process.
6. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
7. Skill to conduct research.
8. Skill to interpret court documents and correspondence.
9. Skill to evaluate and relate findings to cases.

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

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.