

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

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

SALARY GROUP: B19

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: Thomas Warren DATE: 08/26/2013

POSITION #: 035054

I. JOB SUMMARY

Performs highly complex legal assistant work. Work involves coordinating legal activities; researching, analyzing, investigating, and drafting legal documents; assisting attorneys with case management; and training and supervising the work of others. Works under limited supervision with considerable 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; prepares chronologies, fact summaries, and witness files; and explains previously interpreted laws, rules, and regulations to others.
 - B. Prepares, reviews, and edits pleadings, motions, briefs, abstracts, petitions, summary judgments, and other legal documents; drafts correspondence, memoranda, open records requests involving legal interpretations and decisions; and reviews and edits legal documents.
 - C. Researches and analyzes legal sources to include statutes, case law, administrative records, opinions, articles, treaties, land titles, and various rules and regulations; researches and prepares legislative histories; drafts cost analyses and bill summaries for proposed legislation; and tracks and analyzes legislation.
 - D. Coordinates the service of subpoenas, notices of depositions, and other legal documents; coordinates the scheduling and drafting of interrogatories, requests for production, requests for admissions, and other requests for information; and coordinates, assembles, and prepares evidence, exhibits, affidavits, and other documents for use in legal proceedings.
 - E. Prepares materials for and conducts training seminars.
 - F. Supervises 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. Bachelor's degree 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). Major course work in Business Administration, a Behavioral Science, Criminal Justice, Law, Public Administration, or a related field preferred. Each year of experience as described below in excess of the required two years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.

2. Two years full-time, wage-earning experience in legal work.

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 the two years of required experience.

3. One year full-time, wage-earning computer operations experience.
4. Experience in the use of legal research software programs preferred.
5. Experience in the supervision of employees 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 and investigations.
8. Skill to interpret court documents and correspondence.

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9. Skill to evaluate and relate findings to cases.
10. Skill to review technical data and prepare technical reports.
11. Skill to communicate ideas and instructions clearly and concisely.
12. Skill to interpret and apply policies, procedures, laws, rules, and regulations.
13. Skill in problem-solving techniques.
14. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
15. Skill in the use of 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.