

## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

e-mail address for applications: [jobs@tceq.texas.gov](mailto:jobs@tceq.texas.gov)  
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Mailing Address - P.O. Box 13087/MC-116  
Austin, Texas 78711-3087  
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**Internet:** [www.tceq.texas.gov](http://www.tceq.texas.gov)

**State Title:** Legal Secretary II

**Functional Title:**

**Job Posting:** 16350

Monthly Salary: \$2550.00

Salary Group: A12

Posting Date: 08/09/2016

Close Date: 08/23/2016

Section/Division: Legal-General Law Admin. Section/ Legal-General Law Division

Work Location: 12100 Park 35 Circle, Austin, TX 78753

Openings: One(1)

Position #(s): 1244

### **Job Description:**

Provides administrative support for staff attorneys, senior attorneys, coordinators, supervisors, and investigators of the Office of Legal Services of the Texas Commission on Environmental Quality (TCEQ). Prepares documents and correspondence for legal proceedings and other purposes, proofreading, editing, and formatting in accordance with TCEQ accessibility guidelines and other requirements. Organizes documents and correspondence for mailings and filings with other governmental entities; mails, faxes, and hand-delivers documents; and transcribes audio proceedings. Maintains databases, tracks information, and compiles technical data for reports, correspondence, and legal documents. Organizes, assembles, and maintains cases, notebooks, files, and records. Develops, organizes, and maintains electronic and hard copy filing systems for attorneys. Assists in scheduling meetings; reserves meeting facilities; and interacts and communicates with agency staff. Answers and screens telephone inquiries, providing information, taking messages, or referring as appropriate. Coordinates travel arrangements, and prepares agency travel forms.

### **Military Occupational Specialty (MOS) Codes:**

27D, 270A, LN, YN, 4400, 4421, 4422, 4430, and 5J0X1

### **Minimum Qualifications:**

One year as a Legal Secretary I at TCEQ.

OR Graduation from an accredited high school, plus two years of full-time experience in a clerical or administrative capacity\*.

One semester (15 semester hours) of accredited college work may be substituted for each six months of the required experience (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION).

Completion of 300 clock hours of course work in the clerical field from a licensed vocational, technical, or business school may be substituted for each six months of the required experience.

OR Graduation from an accredited high school, plus one year of full-time experience as a legal secretary.

Completion of a legal secretarial curriculum from a licensed vocational, technical, or business school may be substituted for one year of the required experience.

\*Administrative capacity is work where primary duties (requires over 50 percent of the employee's time) consists of performing administrative tasks of an office, excluding work such as clerical, secretarial, sales, equipment operations, and manual labor.

### **Special Requirements:**

Moving up to 10 pounds of paper/files/notebooks.

**Condition of Employment:**

TCEQ will verify Selective Service registration for males born on or after January 1, 1960. If exempt from Selective Service registration selected candidate must provide proof of exemption on first day of employment. Offers of employment are contingent on the candidate having legal authorization to work for the TCEQ. TCEQ will conduct a criminal history records search on candidates selected for posted vacancies. Only applicants who are interviewed will receive written non-selection notification.

Submit a standard State of Texas application for **each job posting** to the Texas Commission on Environmental Quality, Human Resources & Staff Services (HRSS) office by 5:00 p.m. on the closing date. A signed emailed copy is acceptable. In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSS for assistance.

Texas Commission on Environmental Quality is an Equal Opportunity Employer