

## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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Physical Address - 12100 Park 35 Circle, Bldg. A  
Mailing Address - P.O. Box 13087/MC-116  
Austin, Texas 78711-3087  
(512)239-0102



**Internet:** [www.tceq.texas.gov](http://www.tceq.texas.gov)

<b>State Title:</b>	<b>Legal Assistant II</b>
<b>Functional Title:</b>	
<b>Job Posting:</b>	<b>16238 (Re-Opened)</b>
Monthly Salary:	\$3081.33
Salary Group:	B17
Posting Date:	06/21/2016
Close Date:	07/06/2016
Section/Division:	Office Of Chief Clerk Section/ Office Of Chief Clerk Division
Work Location:	12100 Park 35 Circle, Austin, TX 78753
Openings:	One(1)
Position #(s):	0127

**Applicants who previously applied will still be considered and do not have to re-apply**

### **Job Description:**

Coordinates and provides assistance for the Commissioners' Agenda process for the Office of the Chief Clerk (OCC) of the Texas Commission on Environmental Quality (TCEQ). Creates and maintains electronic files and documents related to the Commissioners' Agenda; and updates appropriate webpages in accordance with section and agency standards. Processes incoming and outgoing mail and filings. Responds to inquiries from the Office of General Counsel (OGC), agency staff, and the public regarding the Commissioners' Agendas. Participates in the development of policies and procedures regarding eAgenda. Coordinates the preparation and distribution of legal documents related to the Commissioners' Agendas and Commission hearings; ensures accuracy of draft and final agendas for hearings; follows OCC and OGC directives in handling and preparing cases; assists with the conduct of Agenda Hearings; updates information as necessary accurately and timely; and drafts notice letters and captions for the Commissioners' Agendas. Drafts and prepares Open Meeting and Miscellaneous Notices for posting with the Secretary of State in accordance with agency rules, policies and procedures, the Texas Open Meetings Act, the Public Information Act, and the Texas Administrative Procedures Act. Attends the Commissioners' Agendas under the direction of the General Counsel; tracks timing of Oral Argument and Public Comment during the Commissioners' Agendas, and presents the information to parties; and prepares written minutes of the Commissioners' Agendas and Meetings. Coordinates and assembles files and exhibits for filing received from the State Office of Administrative Hearings. Researches and analyzes legal sources such as statutes, administrative records, opinions and rules and regulations.

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

27d, LN, YN, 4400, 4421, and 5J0X1

### **Minimum Qualifications:**

Four years of full-time experience as a legal assistant or in paralegal work.

OR Certification from a paralegal or legal assistant program, plus two years of full-time experience as a legal assistant.

OR A degree from an accredited college or university(COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION), with a major in legal studies, or a related field, plus two years of full-time experience as a legal assistant.

OR Completion of one year of law school.

OR Two years of full-time experience as a Legal Assistant I with the TCEQ.

### **Preferred Requirements:**

Experience interpreting statutes, regulations, and/or policies.

Experience coordinating work flow.

Experience tracking deadlines.

Experience using Microsoft Word, Microsoft Outlook, Adobe Acrobat Professional, and/or using the Internet as a research tool.

**Special Requirements:**

Moving up to 15 pounds of office equipment, documents and files.

Traveling up to 5% of the time.

**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