

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

e-mail address for applications: jobs@tceq.texas.gov
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

State Title: Legal Assistant I

Functional Title:

Job Posting: 17017

Monthly Salary: \$2805.00

Salary Group: B15

Posting Date: 09/15/2016

Close Date: 09/29/2016

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): 1653

Job Description:

Conducts research, analysis, and investigative activities for the Office of Legal Services of the Texas Commission on Environmental Quality (TCEQ). Researches and analyzes relevant statutes, rules, cases, legal articles, and legislative documents; and assists in the preparation of various administrative and legal documents. Communicates and coordinates with various interests, including legislators, citizens, regulated entities, and other agencies concerning permitting, enforcement, open records, and other legal issues. Assembles and maintains trial notebooks, shells of documents, and various other legal files. Assists attorneys in all phases of hearing preparation and presentation of cases. Communicates and responds to records requests, citizen correspondence, and telephone inquiries. Plans, prepares, and/or oversees the preparation of periodic and special reports

Military Occupational Specialty (MOS) Codes:

27D, 270A, LN, 2960, 4400, 4421, 4422, 4430, and 5J0X1

Minimum Qualifications:

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

OR Certification from a legal assistant or paralegal program.

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.

OR Completion of one year of law school (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION).

Preferred Requirements:

Completion of one year of law school.

Bachelor's degree.

Special Requirements:

Moving up to 10 pounds of paper/files.

Traveling up to 10% 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