

DEPARTMENT OF SAVINGS AND MORTGAGE LENDING JOB VACANCY NOTICE

Opening Date: Immediately Number of Openings: 1 Classification: Non-Exempt Closing Date: Until Filled Location: Austin	Posting number: SML-337 Duration of Job: Permanent Full Time Group/Class #: B17/3574 or B19/3576 *Salary: B17 \$3,082 min - \$4,866 max B19 \$3,521 min - \$5,746 max * Commensurate with qualifications and experience	Military Specialty Codes: Army- 27D,270A,27 Navy- LN,YN,YNS Coast Guard- No Military Equivalent Marine- 4400,4421,44 Air Force- 5J0X1, 5J
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Additional information on the SAO Military Crosswalk is available here:

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf

JOB TITLE: Legal Assistant II/III

JOB DESCRIPTION: Performs complex or highly complex legal assistant work. Provides legal support, coordinate legal activities, draft legal documents, assists attorneys with case management, and maintains communication with the administrative law judge, clients, opposing counsel, agencies, and the general public. May train, supervise, and review the work of others. Works under general or limited supervision with moderate or considerable latitude for the use of initiative and independent judgement.

EXAMPLES OF WORK PERFORMED:

- ◆ Prepares legal correspondence, documents, trial exhibits, reports studies and forms.
- ◆ Assists in preparing and responding to written discovery requests.
- ◆ Prepares responses to Public Information Act/open-records requests and legislative inquires.
- ◆ Schedules attorney cases; organizes case files; and prepares fact summaries.
- ◆ Serves as liaison with other agencies and witnesses regarding legal and enforcement administrative matters.
- ◆ Coordinates the service of subpoenas, deposition notices and other legal documents.
- ◆ Organizes trial and hearing materials and assists in preparing pleadings, motions, briefs, abstracts, petitions, summary judgments, legal correspondence, and other legal documents.
- ◆ Schedules and helps attorneys prepare for hearings, interviews, depositions, and docket calls.
- ◆ Develops, coordinates, and maintains record keeping and filing systems.
- ◆ Researches and analyzes legal sources regarding legal and enforcement administrative matters.
- ◆ Compiles and analyzes data, makes calculations, and prepares reports.
- ◆ Answers complex questions regarding legal and enforcement administrative matters.
- ◆ Develops or assists with developing policies and procedures.
- ◆ May train, supervise, and review the work of others.
- ◆ Performs related work as assigned.

GENERAL REQUIREMENTS:

- ◆ Experience in legal assistant work – min. 3 years for Legal Assistant II, min. 5 years for Legal Assistant III.
- ◆ Graduation from an accredited four-year college or university with major course work in law or related field is generally preferred. Experience and education may be substituted for one another.
- ◆ Course work in electronic assisted legal research, data processing, communications, computer science, or a related field a plus.

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KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Knowledge of legal practices and terminology and of spelling, punctuation, sentence structure, and grammar, and ability to communicate effectively both verbally and in writing.
- ◆ Ability to prepare legal correspondence and documents; to electronically maintain files and records; and to interpret statutes, rules, regulations, policies, and procedures.
- ◆ Knowledge of office practices, administrative procedures, and the use of office equipment.
- ◆ Proficiency with database, word processing and spreadsheet programs.
- ◆ Ability to meet time deadlines and handle multiple tasks.
- ◆ Ability to perform computer assisted legal research (e.g. Westlaw, Lexis).

NOTE:

- ◆ The position may require additional work hours including evenings, weekends, and/or holidays to meet critical deadlines.
- ◆ The job posting in no way states or implies that the duties listed above are all inclusive. Employees are required to perform other duties as assigned.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. All offers of employment are also contingent upon satisfactory credit check. In addition, the Department of Savings and Mortgage Lending is entitled to obtain a criminal history record on an applicant for employment pursuant to the Texas Government Code.

HOW TO APPLY:

Submit State of Texas application via workintexas.com, email to jobs@sml.texas.gov, mail to 2601 N. Lamar Blvd., Ste. 201, Austin, TX 78705 or via fax 512-475-1505. Resumes will not be accepted in lieu of a completed application.

Applications are available at <http://www.twc.state.tx.us/jobs/gvjb/stateapp.doc>.

For directions or to request physical accommodations call Human Resources at 512-475-0614.

E-Verify – This organization participates in E-Verify. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

Department of Savings and Mortgage Lending is an equal opportunity employer.