

DEPARTMENT OF SAVINGS AND MORTGAGE LENDING

JOB VACANCY NOTICE

Opening Date: Immediately	Posting number: SML- 362	Military Specialty Codes:
Number of Openings: 1	Duration of Job: Regular Full Time	Army- 27D,270A, Navy- LN,YN,YMS
Classification: Non-Exempt	Group/Class #: B17/3574 or B19/3576	Coast Guard- No Military Equivalent
Closing Date: Until Filled	Salary*: \$3,082 min - \$ 4,866 max for a II	Marine- 4400,4421
Location: Austin, TX	\$3,521 min - \$ 5,746 max for a III	Air Force- 5J0X1

*Commensurate with qualifications and experience

Benefits Offered: Comprehensive healthcare options, State of Texas retirement plan, paid vacation/holidays, Employee Assistance Program, Training/Employee Development Program and more

Additional information on the SAO Military Crosswalk is available here:
https://hr.sao.texas.gov/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 inquiries.
- ◆ 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 – minimum three (3) years for a Legal Assistant II, minimum five (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.

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.

DEPARTMENT OF SAVINGS AND MORTGAGE LENDING

JOB VACANCY NOTICE

- ◆ Ability to prepare legal correspondence and documents; to electronically maintain files and records; and to interpret statutes, rules, regulations, policies, and procedures.
- ◆ Ability to perform computer assisted legal research (e.g. Westlaw, Lexis).
- ◆ Proficiency with database, word processing and spreadsheet programs. Strong computer skills in Microsoft Office365 Products (Word, Excel, PowerPoint, and Teams)
- ◆ Knowledge of office practices, administrative procedures, and the use of office equipment.
- ◆ Ability to meet time deadlines and handle multiple tasks.

External final male applicants who are 18-25 years of age will be required to furnish proof of registration or exemption from registration with the Selective Service System as a condition of state employment.

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.

HOW TO APPLY:

Submit a completely filled out state of Texas application using one of the methods below:

- ◆ Online at <http://www.workintexas.com>, or
- ◆ Email to jobs@sml.texas.gov, or
- ◆ Mail to 2601 N. Lamar Blvd., Ste. 201, Austin, TX 78705, or
- ◆ Fax to 512-475-1505.

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

Resumes and cover letters are optional. Resumes are not accepted in lieu of a completed application.

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.