

JOB DESCRIPTION

TITLE: Legal Assistant II
AGENCY: Credit Union Department -- State of Texas
CLASS NUMBER: 3574
SALARY GROUP: B17 [salary \$42,000-45,000]
REVISED: June 2013
REPORTS TO: General Counsel

OVERVIEW

Performs complex (journey-level) legal assistant work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Work involves researching, analyzing, investigating, editing, and drafting legal and business documents, scheduling and ensuring timely submission of agency reports, and providing high-level administrative support for the General Counsel, Deputy Commissioner, and Commissioner. On occasion, may be required to assist in training new employees to perform in similar or lower job levels. Performs tasks for other job positions on a substitute basis.

MAJOR DUTIES AND RESPONSIBILITIES

This position is multi-dimensional with the primary role to provide a full range of administrative and legal support activities, including the following:

1. Organization and management of agency deadlines and responsibilities. Schedules and manages information related to the various routine responsibilities of the agency. Provides support for preparation of agency reports and audits of agency functions.
2. Examination Reports. Retrieves logs and distributes electronic reports of examination received from the examiners. Make corrections identified in the editing process, finalizes cover letter, copies and disseminates the final Examination Report to the credit union and NCUA in accordance with established procedure.
3. Complaints. Receives and screens incoming calls and correspondence, makes preliminary assessment of the importance of matters, and forwards appropriate materials to General Counsel. Logs receipt of complaints in database, prepares appropriate correspondence and follows up, as necessary, to ensure action is completed within established guidelines. Upon final disposition of the complaint, updates database.
4. Legal Research and Special Projects. Conducts legal and factual research and data analysis as directed; compiles data from sources such as statutes, case law, administrative records, opinions, rules and regulations as needed; and prepares research and statistical reports. May assist in preparing responses to legislative inquiries and open records requests.
5. Electronic document management. Assists with the transfer of paper documents to electronic files in compliance with agency policies and procedures. Provides support for compliance with electronic document management and retention policies and procedures.
6. General Office Assistance. Performs a variety of administrative and operational functions; serves as backup for other positions in the department, when required, with overflow reports, data entry, and correspondence originated by the Deputy Commissioner or General Counsel.

7. Department Website. Serves as backup for the maintenance and day-to-day management of the Department's website, assuring quality and integrity of web pages.
8. Performs all other duties as assigned and as necessitated by short-term sickness, vacancies, vacations and other absences.

SUPERVISION RECEIVED

Reports to the General Counsel, accomplishing regularly assigned duties in accordance with established office policies and procedures. Follows general instructions on special assignments or on difficult tasks not covered by existing policies and procedures.

GENERAL QUALIFICATION REQUIREMENTS

Experience and Education: Minimum one year experience in legal assistance work. Certification as a paralegal or legal assistant preferred. Graduation from an accredited four-year college or university with major coursework in law or a related field preferred. Experience may be substituted for education and certification.

Knowledge, Skills and Abilities:

1. Knowledge of legal terminology, research methods and techniques, and state agency procedures required.
2. Skill in understanding and processing information and proficiency in keyboard skills with experience in word processing, spread sheet software, database software and e-mail required.
3. Ability to conduct research; draft, prepare, edit, and interpret legal and business documents; and evaluate and proof reports.
4. Must be able to communicate effectively both in oral and written communications. Thorough knowledge of business English, to include grammar, spelling, and punctuation.
5. Ability to maintain records and prepare reports from varied sources.
6. Ability to implement administrative procedures and to evaluate their effectiveness, and to interpret rules, policies, and procedures.
7. Ability to manage multiple projects and deadlines, utilizing good judgment and initiative concerning priorities, methods and agency procedures, to accomplish duties.

Other:

1. Must maintain a valid Texas driver's license.
2. Must be able to lift paper and other supplies of up to 20 pounds.

HOW TO APPLY:

Submit a State of Texas application via mail or in person to: the Credit Union Department, 914 E. Anderson Lane, Austin TX 78752-1699; or via fax to 512-832-0278. Applications MUST include: a complete work history and a photocopy of official college transcripts.

Resumes submitted without a State of Texas application will not be considered.

For directions or to request physical accommodation, contact the Department at 512-837-9236.

Interviews will be conducted by appointment following pre-screen of applications. Only applicants interviewed will be notified of their selection or non-selection. The Credit Union Department is an equal opportunity employer.