



# CREDIT UNION DEPARTMENT

John J. Kolhoff  
Commissioner

Robert W. Etheridge  
Deputy Commissioner

## JOB ANNOUNCEMENT

**AGENCY:** Credit Union Department, State of Texas

|                        |   |                       |                 |
|------------------------|---|-----------------------|-----------------|
| <b>POSTING NUMBER:</b> | <b>22-03</b>  | <b>REPORTS TO:</b>    | General Counsel |
| <b>JOB TITLE:</b>      | Legal Assistant III                                 | <b>WORKING TITLE:</b> | Legal Assistant |
| <b>CLASS NUMBER:</b>   | 3576  | <b>SALARY GROUP:</b>  | B19             |
| <b>MONTHLY SALARY:</b> | \$3,750 - \$4,333.33 (COMMENSURATE WITH EXPERIENCE) |                       |                 |
| <b>POSTED DATE:</b>    | October 14, 2021                                    | <b>DURATION:</b>      | Until filled    |
| <b>LOCATION:</b>       | 914 East Anderson Lane<br>Austin, Texas 78752       |                       |                 |

### GENERAL DESCRIPTION

Performs highly complex (senior-level) legal assistant work and advanced administrative support work. Works under the direct supervision of the General Counsel. Conducts work that includes, but is not limited to, researching, analyzing, investigating, drafting legal documents, and assisting with case management under general supervision, with moderate latitude for the use of initiate and independent judgment. Provides administrative functions, including examination report and complaint processing; assists in Department correspondence processing and review for grammatical and punctuation accuracy; supports the Deputy Commissioner and the Director of Examination Support Activities with examination related processes, disseminates incoming information, maintains filing and data systems, and other general administrative support. On occasion, may be required to assist in training new employees. May perform tasks for other job positions on a substitute, or as needed, basis.

### ESSENTIAL JOB FUNCTIONS

This position is multi-dimensional with the primary role to provide a full range of legal support activities to the General Counsel, as well as providing administrative support to the Department's mission as follows:

1. Researches and analyzes legal sources such as statutes, case law, administrative records, opinions, articles, treaties, rules and regulations, and summarizes laws, rules, and regulations. Drafts, prepares, assembles, and/or files legal correspondence, pleadings, motions, briefs, evidence, exhibits and other legal documents.
2. Checks citations, quotations, footnotes, and references for accuracy.
3. Schedules, attends, and prepares counsel for meetings, hearings, trials, interviews, and depositions.

4. Schedules and prioritizes attorney caseloads; organizes case files; attends initial interviews and depositions; conducts investigations; and prepares chronologies, fact summaries, and witness files.
5. Reviews and performs redacting of confidential documents.
6. Assists in the coordination, assembly, and preparation of responses to public information requests and prepares cost estimates if warranted.
7. Coordinates, assembles, and prepares documents supporting the Department's mission. Back-up individual for processing examinations and information requests, and primary person responsible for processing complaints received. Logs processes in the database, prepares appropriate correspondence (opening and closing letters) and follows up, as necessary, to ensure action is completed within established guidelines and performance measure timeframes.
8. Answers incoming queries from consumers, internal staff, external agencies and other constituents of the Department.
9. Corresponds with complainants and information requestors to ensure calls requiring elevation are appropriately complex in nature.
10. Retrieves logs and distributes electronic reports of examination, examination correspondence, information requests and complaint responses. Based on assignments, prepares, reviews and edits final reports of examination, examination correspondence, information request and complaint responses. Recommends grammatical and other changes as needed. Disseminates the final responses to all internal and external parties as outlined by policy.
11. May serve as Records Management Officer for the Department. Oversees the imaging of files and administers the Department's records management program.
12. Responsible for documentation and credit union correspondence maintenance within the Department's document repository.
13. Assists with development of policies and procedures relative to the position to meet Department goals and objectives. Periodically reviews and makes recommendations for revisions in existing policies and procedures as appropriate.
14. Compiles and edits data for charts, graphs, and databases, and prepares summaries or reports.
15. Replies to routine correspondence and requests as appropriate.
16. Assists, when needed, with reports and correspondence originated by the Director of Examination Support Activities, General Counsel, Deputy Commissioner or Commissioner.
17. Administers the Department's database systems for the examination program, consumer complaints, and open records requests. Ensures proper organization of data in the document repository, including the utilization of consistent naming conventions.
18. Assist with the ongoing implementation of the Department's policies and procedures. This may include providing oversight/assistance to ensure Department policies and procedures are reviewed and updated annually and distributing policy and procedure updates/changes to staff.
19. Contributes to team effort by working on and accomplishing other duties as assigned and as necessitated by short-term sickness, vacancies, vacations and other absences.
20. Complies with all agency policies and procedures, including those pertaining to ethics and integrity.
21. Performs related work as assigned.

## **MINIMUM QUALIFICATIONS**

### **Experience and Education:**

Experience in office practices and administrative support. Graduation from a standard senior high school or equivalent is required. Graduation from an accredited college or university with a two-year associate degree (or higher) is preferred. Experience and education may be substituted for one another. Graduation from a course of study for legal assistants or legal course training is preferred.

### **Knowledge, Skills and Abilities:**

1. Proficiency in the operation of a computer, Microsoft Office products, calculator, reproduction equipment and other standard office equipment.
2. Experience in legal research and the use of Westlaw and other related research tools.
3. Experience in navigating Texas Government Code and relevant agency rules.
4. Filing experience with the State Office of Administrative Hearings.
5. Knowledge of office practices and administrative procedures.
6. Thorough knowledge of business English, to include grammar, spelling, punctuation, and arithmetic computations.
7. Ability to communicate effectively and work collaboratively with coworkers.
8. Ability to maintain clerical records and prepare reports from varied sources and make arithmetic computations with speed and accuracy.
9. Ability to interpret rules, policies, and procedures, implement administrative procedures and evaluate their effectiveness.
10. Ability to work independently on difficult clerical tasks.
11. Ability to meet visitors, answer questions on the Department or its functions and to maintain effective working relationships with other employees.

### **Registration, Certification, or Licensure:**

Graduation from a course of study for legal assistants or legal course training is preferred.

## **HOW TO APPLY**

Submit a State of Texas application via mail or in person to: Credit Union Department, 914 East Anderson Lane, Austin, Texas 78752; via fax to 512-832-0278; via email to [CUDMail@tud.texas.gov](mailto:CUDMail@tud.texas.gov); or via WorkinTexas.com. Application must include a complete work history. Resumes submitted without a State of Texas application will not be considered.

The State of Texas applications may be downloaded from the Texas Workforce Commission's web site: <http://www.twc.state.tx.us/jobseekers/state-texas-application-employment#applicationFormForDownload>.

Only those candidates selected for an interview will be contacted. Candidates selected will be required to sign a release authorizing the Department to obtain information regarding the candidate's credit history, police and criminal history information, and education information.

## **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

The Department is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, veteran status, age or disability in employment or the provision of services. In compliance with the Americans with Disabilities Act (ADA), the Department will provide reasonable accommodation during the hiring and selection process for individuals with a disability. If you need assistance completing the application, contact the Department at 512-837-9236. If you are contacted for an interview and need accommodation to participate in the interview process, please notify the person scheduling the interview.

The Department participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization.