

BOARD OF NURSING FOR THE STATE OF TEXAS

Position Description

September

2017

I. TITLE: Legal Assistant III (3576) (B19)

II. DEFINITION:

Performs a variety of complex legal tasks under the general supervision of one or more attorneys. Work involves researching, analyzing, investigating, and drafting legal documents, and assisting attorneys with successful case management. Work is performed with latitude for independent judgment and initiative concerning priorities, methods, and legal procedures to accomplish assigned duties and to select proper courses of action. Work is subject to attorney review.

III. QUALIFICATIONS:

- A. Should have at least five years progressive experience as a paralegal and/or law office manager/legal secretary.
- B. Thorough working knowledge of agency and agency relationships with sister agencies (i.e., SOAH, the AG's office, State and Federal Courts, and State, Federal and local law enforcement agencies).
- C. Considerable knowledge of: legal terminology; research methods and techniques; preparation and use of legal documents; administrative and court procedures; relevant laws; and of law office practices and procedures. A minimum of two years experience in conducting legal research and ability to follow instructions required. Must be able to quickly evaluate findings and relate them to the case in question and to supervise staff and coordinate work. Ability to maintain confidentiality in all legal matters and the ability to communicate effectively is essential. Four years experience with personal computers and software (preferably WordPerfect).
- D. Personal:
 - 1. High degree of personal integrity.
 - 2. Self-reliant and exercises good judgment.
 - 3. Motivated to manage own workload efficiently and effectively.
- E. Education:

Graduation from an accredited four-year college or university with major course work in law or related field or equivalent experience.

IV. WORK SUPERVISED BY: Legal Assistant IV

V. FUNCTIONS:

- A. Investigation of eligibility cases involving applicants/petitioners with criminal convictions and/or reportable behavior including contact with: law enforcement agencies, Courts witnesses, and evaluators. Under attorney supervision, prepare documents to conduct and respond to discovery; Prepare Declaratory/Eligibility Orders and drafting of various letters associated with the Declaratory/Eligibility Order process; Prepare Eligibility cases for E&D Committee Meetings; Assist Counsel with ALJ Eligibility cases at SOAH; and Draft Proposed Findings of Fact and Conclusions of Law for Counsel.
- B. Coordinate docket with Counsel, SOAH, Court Reporter and Investigations in scheduling administrative hearings; check exhibits, affidavits, and other documents from Investigations before final review by Counsel; Track briefs, motions, file pleadings and docket numbers from scheduling to closing of records. Review the ALJs Proposals for Decision and Proposed Orders of the Board. When applicable, provide the Executive Assistant with ALJ items for the Board Meeting Agenda.
- C. Respond to Open Records and Discovery Requests.
- D. Organize Material, Prepare Agenda, Notice of Open Meeting, Memos and Minutes for Eligibility and Disciplinary Committee Meetings. Also, assist at meetings.
- E. Assist in coordinating the time and location with all parties for depositions; Prepare associated documents, and summarize and index depositions.
- F. Make travel arrangements and prepare travel vouchers for General Counsel's Office.
- G. Prepare Administrative Records for the Attorney General's Office.
- H. Process and/or prepare general correspondence and various legal documents.
- I. Preparation and distribution of reports (i.e., appeals report; eligibility report; and E&D meeting report) and miscellaneous documents for board meetings; and, follow-up after board meetings.
- J. Prepare various reports for Strategic Planning.
- K. Maintain legal library, copy cases, and trace later cases.
- L. Review Counsel's mail and answer roll-over lines from attorneys and miscellaneous agency calls.
- M. Assist the executive Assistant and Executive Director as needed.
- N. Train the legal administrative technician to assist the legal assistant with all legal assistant functions.
- O. Develop work strategies that utilize and include the legal administrative technician in the completion of the legal assistant functions.

VI. CONDITIONS OF EMPLOYMENT

Refer to personnel policies for other conditions of employment.
Position is not exempt from the Fair Labors Standards Act.

