

TEXAS BOARD OF NURSING

I. TITLE: Legal Assistant II (3574) (B17)

April 2018

II. DEFINITION:

Performs advanced legal assistant work, and a variety of complex legal tasks under the general supervision of one or more attorneys. Work involves researching, analyzing, investigating, and drafting legal documents, including requests for and responses to discovery, assisting attorneys with successful case management, maintaining the calendar, docketing of formal hearings, and all associated deadlines. 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. Three years progressive experience as a legal assistant or paralegal with experience in administrative law and/or litigation.
- 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). Litigation experience may be considered.
- 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.
 - 4. Superior organizational skills.
- F. Education:

Graduation from an accredited four-year college or university with major course work in law or related field or equivalent experience. Certification as a legal assistant or paralegal plus experience may be considered in lieu of degree requirement.

IV. WORK SUPERVISED BY: Legal Assistant IV

V. FUNCTIONS

- A. Coordinates legal activities, including 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 in contested cases; preparation of 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 and contested cases at SOAH.
- 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 initial 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, and court, 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 and edit 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. Develop work strategies that utilize and include the legal administrative technician in the completion of the legal assistant functions.
- M. Other work related duties as assigned.

VI. CONDITIONS OF EMPLOYMENT

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