

**TEXAS STATE BOARD OF PHARMACY**  
**333 GUADALUPE ST, STE 3-600**  
**AUSTIN, TEXAS 78701**  
**(512) 305-8001**  
**Fax (512) 305-8009**  
**<http://www.tsbp.state.tx.us>**

**JOB VACANCY NOTICE**  
**Legal Assistant II (3574)**  
Salary Group B17

Listing No. TBP14-003 Opening Date: August 27, 2013  
Functional Title: Legal Assistant II Closing Date: September 11, 2013  
Type: Full-Time  
Beginning Salary: \$3,022/month  
Refer To: Sharanya Rao

**JOB DESCRIPTION:**

The Texas State Board of Pharmacy (TSBP) is seeking an enthusiastic and highly motivated professional. The ideal candidate will perform complex (journey-level) legal assistant work in the legal division. Work involves preparing, typing, editing, researching, analyzing and drafting legal and administrative correspondence and documents, including those relating to administrative disciplinary proceedings. Assists with preparations for hearings. Maintains legal and confidential files. Maintains communication with clients, opposing counsel, agencies and the general public. Assists attorneys with successful case management.

**MINIMUM QUALIFICATIONS** (License, Education, Experience):

Graduation from an accredited four-year college or university with major course work in law or a related field is generally preferred. Should have a minimum of one year experience in legal secretarial/assistant work, with considerable knowledge of business English, standard office procedures, and legal terminology and administrative and court procedures. Experience in a healthcare regulatory agency is desirable. Education and experience may be substituted for one another. Certification as legal assistant is desirable. Experience with MS Word preferred.

Minimum typing speed 50 wpm.

**REMARKS**

Application must be submitted with a cover letter that focuses on the applicant's unique qualifications for the position. Applicants who are selected for interviews will be required to complete skills tests in the Austin office. Must submit a State of Texas employment application. Application must be completed with all requested information. Incomplete & unsigned applications will not be considered. Resume may supplement, not replace application. Applications must be received in the TSBP office by 5 p.m. on the closing date above.

Contact Robbi Dana at 512/305-8014 for a detailed copy of job description and state of Texas application form. Job description and state of Texas application may be downloaded from the TSBP website: <http://www.tsbp.state.tx.us>. Mail or fax completed applications to: Texas State Board of Pharmacy, 333 Guadalupe St, Ste 3-600, Austin Texas 78701, FAX 512/305-8009.

*This job is covered by the Fair Labor Standards Act (FLSA). Employees in jobs covered by FLSA who actually work in excess of 40 hours in a workweek receive time off at a time-and-one-half rate as the primary method of compensation in lieu of cash payment.*

*An Equal Employment Opportunity Employer*

*TSBP does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status.*

# TEXAS STATE BOARD OF PHARMACY

**POSITION TITLE:** Legal Assistant  
**DIVISION:** Legal  
**SUPERVISOR:** General Counsel  
**TEAM LEADER:** Legal Program Specialist  
**STATE CLASSIFICATION TITLE:** Legal Assistant II  
**STATE CLASSIFICATION NUMBER:** 3574  
**STATE PAY GROUP:** B17

## **GENERAL POSITION DESCRIPTION:**

Performs complex (journey-level) legal assistant work in the legal division. Work involves preparing, typing, editing, researching, analyzing and drafting legal and administrative correspondence and documents, including those relating to administrative disciplinary proceedings. Assists with preparations for hearings. Maintains legal and confidential files. Maintains communication with clients, opposing counsel, agencies and the general public. Assists attorneys with successful case management.

## **REPORTING RELATIONSHIPS:**

Works under the general supervision of the Legal Program Specialist, with moderate latitude for the use of independent judgment and initiative concerning priorities, methods, and procedures to accomplish assigned duties. Work is subject to review by General Counsel and the Attorneys in the Division.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Types and/or drafts letters and complex legal documents, including Preliminary Notice Letters, for Legal Counsel relating to formal and informal disposition of contested cases and administrative proceedings, and reviews and edits these letters/documents for accuracy.

Assembles and prepares evidence, exhibits, affidavits, and other documents for use in legal proceedings.

Prepares proposed Agreed Board Orders, with appropriate cover letter of explanation.

Prepares final Agreed Board Orders and Board Orders.

Assembles legal and administrative documents and prepares notebooks for use at Board meetings, Informal Hearings and Formal Hearings. Prepares for and may attend disciplinary hearings.

Assists with scheduling of informal and formal disciplinary hearings, depositions and other meetings/interviews with attorneys and clients.

Communicates with complainants verbally or in writing.

Prepares written correspondence to respond to requests for information regarding complaint and disciplinary actions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES (cont'd):**

Checks citations, quotations, footnotes, and references for accuracy.

Assembles exhibits, affidavits, and other documents.

Reviews mail and phone calls/messages for attorneys.

Determines work priorities and schedules time accordingly.

Assists in the organization and maintenance of Division files.

May assist in the development of Division forms and procedures.

May provide information about established adjudicative policies and procedures and explain previously interpreted laws, rules, and regulations to Board customers and staff.

May answer routine correspondence not requiring attention of supervisor.

Maintains sufficient supplies on hand.

Complies with all agency personnel policies, including regular attendance.

**OTHER DUTIES:**

Performs related duties as required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Working knowledge of standard office procedures and office equipment, including personal computer and CRT.
- Ability to access, input, and retrieve information from the computer.
- Interpersonal skills to interact with a variety of contacts professionally and tactfully.
- Ability to maintain confidentiality.
- Considerable knowledge of Division policies and procedures.
- Ability to type quickly and accurately.
- Ability to work independently and manage time efficiently.
- Ability to manage multiple priorities concurrently.
- Memory skills.
- Interpersonal skills to interact with the public courteously and professionally.
- Ability to draft letters and legal and administrative documents
- Attention to detail
- Thorough knowledge of agency policies and procedures
- Ability to maintain effective working relationships with other employees

**Position Description**

Legal Assistant II

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**EDUCATION AND EXPERIENCE REQUIREMENTS:**

Graduation from an accredited four-year college or university with major course work in law or a related field is generally preferred. Should have a minimum of one year experience in legal secretarial/assistant work, with considerable knowledge of business English, standard office procedures, and legal terminology and administrative and court procedures. Experience in a healthcare regulatory agency is desirable. Education and experience may be substituted for one another. Certification as legal assistant is desirable. Experience with MS Word preferred. Minimum typing speed 50 wpm.

**LICENSE REQUIRED:**       None**ENVIRONMENT/PHYSICAL CONDITIONS:**

Normal office environment. Tobacco-free environment. Work involves sitting and operating a personal computer for long periods of time. Work involves reading and reviewing large numbers of documents. Work involves processing information quickly and accurately. Work involves frequent retrieval and replacement of files into 4- and 5-drawer vertical filing cabinets, and transporting of files between offices and filing cabinets. Work involves frequent verbal communications with others. Work may involve travel to conferences and meetings.

The specific statements shown in each section of this position description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

Created 10/2007

Update 07/2009