

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. TBP14-031 Opening Date: July 25, 2014
Functional Title: Legal Assistant II Closing Date: August 6, 2014
Type: Full-Time
Beginning Salary: \$3,022/month
Refer To: Ann Driscoll

JOB DESCRIPTION:

The Texas State Board of Pharmacy (TSBP) is seeking an enthusiastic and highly motivated professional. Performs complex (journey-level) legal assistant work in the legal division. Work involves preparing, typing, editing, researching, analyzing, investigating, scanning 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 Office 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.

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 Assistant Team Manager
STATE CLASSIFICATION TITLE: Legal Assistant II
STATE CLASSIFICATION NUMBER: 3574
STATE PAY GROUP: B17
FLSA STATUS: Non-Exempt

GENERAL POSITION DESCRIPTION:

Performs complex (journey-level) legal assistant work in the legal division. Work involves preparing, typing, editing, researching, analyzing, investigating, scanning 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 Assistant Team Manager, 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, the Attorneys in the Division, and Legal Assistant Team Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Drafts, prepares, and files complex legal documents for attorneys relating to formal and informal disposition of contested cases, temporary suspension hearings, and administrative proceedings, and reviews and edits these letters/documents for accuracy. Documents include Preliminary Notice Letters, Eligibility Letters, Notices of Hearing, Pleadings, Abstracts, Petitions, Summary Judgments, Legal Correspondence, and other Legal.

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

Drafts and prepares proposed and final Agreed Board Orders, with appropriate cover letter of explanation.

Drafts and prepares Board Orders for attorneys, including complex letters to licensees explaining the terms of the 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES (cont'd):

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. Assists in responding to public information requests

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

Researches and analyzes legal sources such as statutes, case law, administrative records, opinions, articles, property titles, and rules and regulations.

Assembles and scans exhibits, affidavits, and other documents.

Reviews and delivers mail/case files, 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:

- Knowledge of legal terminology, of research methods and techniques, of administrative and court procedures, of the legislative process, and of public notice requirements.
- Working knowledge and skill in understanding and processing information, in the use of office equipment, and in the use of computers and applicable software
- Ability to conduct research; to draft, prepare, and interpret legal documents; to evaluate and relate findings to cases in question; to conduct investigations; to communicate effectively; and to train others.
- Ability to access, input, and retrieve information from the computer.
- Interpersonal skills to interact with a variety of contacts professionally and tactfully.

KNOWLEDGE, SKILLS, AND ABILITIES (cont'd):

- 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

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 Office 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.