

TEXAS STATE BOARD OF PHARMACY

333 GUADALUPE ST, STE 3-600

AUSTIN, TEXAS 78701

512.305.8001

<http://www.pharmacy.texas.gov>

JOB VACANCY NOTICE

SAO Title: Legal Assistant III (3576) Salary Group B19

Listing No.	<u>TBP16-021</u>	Opening Date: June 8, 2016
Functional Title:	Legal Assistant III	Closing Date: June 24, 2016
Type:	Full-Time	Beginning Salary: \$3,520/month
Refer To:	Ann Driscoll	

Military Occupational Specialty Codes: Army 27D; Navy LN, 2960; Marine 4400, 4421, 4422; Air Force 5J0X1

JOB DESCRIPTION:

Performs highly complex (senior-level) legal assistant work. Work involves coordinating legal activities; researching, analyzing, investigating, drafting, preparing, and editing legal and administrative correspondence and documents, including those relating to administrative disciplinary proceedings. Maintains legal and confidential files. Maintains communication with clients, opposing counsel, agencies and the general public. Assists attorneys with case management. Prepares agendas and PDF files for presentation notebooks for informal conferences and hearings. Performs data entry of Legal Division cases data into case management system and electronic logs. May supervise the work of others.

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 highly preferred. Should have a minimum of three years' 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. A cover letter detailing qualifications must accompany the application. Certification as legal assistant and/or a registered pharmacy technician is desirable. Minimum typing speed 50 wpm.

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.

REMARKS

Application must be submitted with a cover letter that focuses on the applicant's unique qualifications for the position. Must submit a State of Texas employment application. Application must be completed with all requested information. Incomplete applications will not be considered. Resume may supplement, not replace application. Job description & state of Texas application can be downloaded from the TSBP website: <http://www.pharmacy.texas.gov>

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.

A copy of TSBP's EEO Plan Utilization Report is available at http://www.pharmacy.texas.gov/files_pdf/EEO_Utilization_Report_TSBP_Amended.pdf

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 III
STATE CLASSIFICATION NUMBER: 3576
STATE PAY GROUP: B19
FLSA STATUS: Non-Exempt

GENERAL POSITION DESCRIPTION:

Performs highly complex (senior-level) legal assistant work. Work involves coordinating legal activities; researching, analyzing, investigating, drafting, preparing, and editing legal and administrative correspondence and documents, including those relating to administrative disciplinary proceedings. Maintains legal and confidential files. Maintains communication with clients, opposing counsel, agencies and the general public. Assists attorneys with case management. Prepares agendas and PDF files for presentation notebooks for informal conferences and hearings. Performs data entry of Legal Division cases data into case management system and electronic logs. May supervise the work of others.

REPORTING RELATIONSHIPS:

Works under the limited supervision of the Legal Assistant Team Manager, with considerable 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, Attorneys in the Division, and the Legal Assistant Team Manager, or another Legal Assistant.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Drafts, prepares, and/or 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, Discovery Requests and Responses to Discovery Requests, Motions, Responses to Motions, Briefs, Findings of Fact and Conclusions of Law.

Assists with the scheduling and coordination of informal conferences and formal disciplinary hearings, as well as depositions and other meetings/interviews with attorneys and clients.

Coordinates with peer assistance program for reports and appearances at informal conferences.

Data enters, maintains, and closes case information in the Legal Division case management system, agency database, and tracking logs within 7 business days of receipt of case file

Coordinates, assembles, scans, and prepares evidence, exhibits, affidavits, and other documents for use in legal proceedings at least 45 business days before informal conferences and as required for other proceedings.

Prepare agenda and assist Legal Assistant Team Manager in distribution to applicable staff at least 10 business days before informal conferences.

ESSENTIAL DUTIES AND RESPONSIBILITIES (cont'd):

Assists with and prepares correspondence regarding requests for informal conference and postponements of informal conferences.

Assembles legal and administrative documents and prepares PDF files for presentation in electronic notebooks for use at Board meetings, and informal and formal disciplinary hearings.

Drafts and prepares proposed and final Disciplinary Orders, with appropriate cover letter.

Communicates with complainants verbally or in writing.

Drafts and prepares correspondence and documents relating to complainants, licensees, attorneys, and other members of the public, which may involve legal interpretations and decisions.

Assists with requests for public information regarding complaints and disciplinary actions.

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

Assists with filing of pleadings with the State Office of Administrative Hearings.

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.

Assists 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.

May process, track, and file mail and phone calls/messages for Staff Attorneys.

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.
- Working knowledge of Microsoft Word and Excel with the ability to effectively enter and update information in a workbook, and use forms and templates.
- 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.
- Ability to pay close attention to detail.
- Thorough knowledge of agency policies and procedures.
- Ability to maintain effective working relationships with other employees.
- Ability to analyze legal problems, and to interpret case law, statutes, rules, and procedures.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Graduation from an accredited four-year college or university with major course work in law or a related field is highly preferred. Should have a minimum of three years 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. A cover letter detailing qualifications must accompany the application. Certification as legal assistant and/or a registered pharmacy technician is desirable. Minimum typing speed 50 wpm.

LICENSE REQUIRED:

None

ENVIRONMENT/PHYSICAL CONDITIONS:

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