

# 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 IV (3578) Salary Group B21**

Listing No.	<u>TBP16-026</u>	Opening Date: August 18, 2016
Functional Title:	Legal Assistant IV	Closing Date: August 31, 2016
Type:	Full-Time	Beginning Salary: \$4023-4266/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 advanced (senior-level) legal assistant work in the legal division. Work involves coordinating legal activities, and researching, analyzing, drafting, preparing, and editing legal and administrative correspondence and documents, including those relating to administrative disciplinary proceedings. Assists with coordinating legal activities, and preparations for informal conferences, formal hearings, and temporary suspension hearings. Maintains legal and confidential files. Maintains communication with clients, opposing counsel, agencies and the general public. Responsible for and assists attorneys with successful case management. May assign and/or supervise the work of others.

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

Graduation from an accredited four-year college or university is highly preferred. Education and experience may be substituted for one another. Major course work in law or a related field is preferred. Should have a minimum of three years' experience in legal assistant work, with considerable knowledge of business English, standard office procedures, and legal terminology and administrative and court procedures. Experience conducting data analysis using Microsoft Excel is highly preferred. Experience in a healthcare regulatory agency or as a pharmacy technician is desirable. Certification as Legal Assistant or the equivalent is preferred. Experience with Microsoft Office Suite. 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](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 IV  
**STATE CLASSIFICATION NUMBER:** 3578  
**STATE PAY GROUP:** B21

### GENERAL POSITION DESCRIPTION:

Performs highly advanced (senior-level) legal assistant work in the legal division. Work involves coordinating legal activities, and researching, analyzing, drafting, preparing, and editing legal and administrative correspondence and documents, including those relating to administrative disciplinary proceedings. Assists with coordinating legal activities, and preparations for informal conferences, formal hearings, and temporary suspension hearings. Maintains legal and confidential files. Maintains communication with clients, opposing counsel, agencies and the general public. Responsible for and assists attorneys with successful case management. May assign and/or supervise the work of others.

### REPORTING RELATIONSHIPS:

Works under minimal supervision of the Legal Assistant Team Manager, with extensive latitude for the use of independent judgment and initiative concerning priorities, methods, and procedures to accomplish assigned duties. Work may be subject to review by General Counsel, Attorneys, and the Legal Assistant Team Manager.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

May coordinate the assignment and/or preparation of Preliminary Notice Letters and other documents relating to the informal disposition of contested cases, administrative proceedings, and temporary suspension hearings.

Assists in 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.

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 these documents for accuracy. Documents may include Notices of Hearing, Pleadings, Discovery Requests and Responses to Discovery Requests, Motions, Responses to Motions, Briefs, Findings of Fact and Conclusions of Law.

Drafts, prepares, reviews, and coordinates service of complex legal and administrative documents for attorneys. Documents include subpoenas to witnesses and parties to actions, notices of deposition to witnesses and parties to actions, and other legal documents.

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

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

Coordinates and analyzes information relating to cases including preparing complex data analysis, statistics, and legal research, requiring extensive knowledge of analytical tools and procedures.

Assists attorneys in legal research, review, and analysis including extracting data and information from pharmacy records.

Collects, organizes, analyzes, and/or prepares materials in response to requests for case information and reports.

Assist in the development of program policies and procedures, standards, and manuals to facilitate data analysis.

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

Coordinates, reviews, and prepares Board Orders, including complex letters to licensees explaining the terms of the Orders.

Assembles legal and administrative documents and prepares documentation for use at Board meetings and informal and formal disciplinary hearings. Prepares for and attends disciplinary hearings.

Under the direction of the agency's General Counsel, may participate in informal conferences giving licensees an opportunity to show compliance with the laws and rules governing the practice of pharmacy.

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

Provides information about established adjudicative policies and procedures and explains previously interpreted laws, rules, and regulations to Board customers and staff.

Assists in the development of Division forms and procedures.

Determines work priorities and schedules time accordingly.

Organizes and maintains legal and confidential files.

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
- May require extensive and in-depth knowledge and understanding of Microsoft Excel
- 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
- Ability to organize and prioritize work of others
- 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 is highly preferred. Education and experience may be substituted for one another. Major course work in law or a related field is preferred. Should have a minimum of three years' experience in legal assistant work, with considerable knowledge of business English, standard office procedures, and legal terminology and administrative and court procedures. Experience conducting data analysis using Microsoft Excel is highly preferred. Experience in a healthcare regulatory agency or as a pharmacy technician is desirable. Certification as Legal Assistant or the equivalent is preferred. Experience with Microsoft Office Suite. Minimum typing speed 50 wpm.

**LICENSE REQUIRED:** None

**ENVIRONMENT/PHYSICAL CONDITIONS:**

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