



Job Vacancy Announcement

Agency Job Posting #: TSBP 20-018
Work in Texas #: 13979562

Number of Openings: 2
Schedule: Full-Time

Opening Date: January 30, 2020
Closing Date: Until Filled

Job Title: Legal Assistant
State Classification: 3576 – Legal Assistant III
Monthly Salary: \$3,520 (B19)
Team: Legal
Reports to: Legal Assistant Team Manager
Travel: None
New Hires & Rehires: 60 day waiting period for health coverage

Military Crosswalk
Army: 27D, 270A
Navy: LN, YN, YNS
Coast Guard: No Military Equivalent
Marine: 440, 4421, 4422, 4430
Air Force: 5J0X1

General Description

Performs highly complex (senior-level) legal assistant work. Work involves coordinating legal activities; researching, analyzing, drafting, and editing legal and administrative correspondence and documents, including those related to administrative disciplinary proceedings. Maintains legal and confidential files. Maintains communication with staff attorneys, respondents, opposing counsel, agencies and the general public. Assists attorneys with case management. Coordinates scheduling of and electronic 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.

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, 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 to obtain expert reports and arrange appearances at informal conferences.
- Data enters, maintains, and closes case information in the Legal Division case management system, agency database, and tracking logs.
- Coordinates, assembles, scans, and prepares evidence, exhibits, affidavits, and other documents for use in legal proceedings before informal conferences, Board meetings, and as required for other proceedings, which includes preparation of electronic notebooks.
- Prepare agenda and assist Legal Assistant Team Manager in distribution to applicable staff at least 10 business days before informal conferences.
- Assists with and prepares correspondence regarding requests for informal conference and postponements of informal conferences.
- Drafts and prepares proposed and final disciplinary orders and corresponding cover letters.
- 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 analysis.
- 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, tracks, processes, and/or 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.
- Answers phone calls and takes messages as appropriate
- Maintains sufficient supplies on hand.
- Complies with all agency personnel policies, including regular attendance.
- 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.

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.

How to Apply

Applicants must submit a cover letter that focuses on the applicant's unique qualifications for the position and a completed State of Texas Application with all requested information. Incomplete applications will not be considered. A resume may be submitted as a supplement to the State of Texas Application; however, a resume submitted in lieu of the application will be rejected. Additionally, an application with "see resume" within the summary of experience is considered incomplete and will be rejected.

The Texas State Board of Pharmacy (TSBP) accepts the State of Texas applications only for posted vacancies. Applications must be received by 5:00 P.M. CST on the closing date.

Applications may be submitted online at WorkinTexas.com or email to: human.resources@pharmacy.texas.gov.

NOTICE: Due to COVID-19 procedures, TSBP is not able to accept mailed applications at this time.

Veteran's Preference

In order to receive a veteran's preference for any position, the following documents must be submitted with the employment application: a copy of the DD-214; a statement of compensation from the Veteran's Administration, or a copy of the DD1300.

An Equal Employment Opportunity Employer: TSBP does not discriminate based on 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