



## Job Vacancy Announcement

Agency Job Posting #: TSBP 23-019  
Work in Texas #: 15914245

Number of Openings: 2  
Schedule: Full-Time

Opening Date: March 29, 2023  
Closing Date: April 12, 2023

**Job Title:** Litigation Legal Assistant  
**State Classification:** 3578 – Legal Assistant IV  
**FLSA:** Non-Exempt  
**Monthly Salary:** \$4,489 (B21)  
**Team:** Legal  
**Reports to:** Litigation Counsel  
**Travel:** 0%  
**New Hires & Rehires:** 60 day waiting period for health coverage

**Flex Schedule Allowance:** Position Eligible  
**Teleworking Status:** Position Eligible (Part-Time/Hybrid)  
**Military Crosswalk**  
**Army:** 27D, 270A  
**Navy:** LN, YN, YNS  
**Coast Guard:** No Military Equivalent  
**Marine:** 4400, 4421, 4422, 4430  
**Air Force:** 5J0X1

### General Description

Performs highly advanced (senior-level) legal assistant work. Work involves coordinating legal activities; researching, analyzing, investigating, and drafting legal documents; and assisting attorneys with case management. May supervise the work of others.

Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment within the limits of agency's policies and procedures.

### Essential Duties and Responsibilities

- Coordinates the scheduling and drafting of interrogatories, requests for production, requests for admissions, and requests for information.
- Coordinates, assembles, and prepares evidence, exhibits, affidavits, and documents for use in legal proceedings.
- Prepares, reviews, and edits pleadings, motions, briefs, abstracts, petitions, summary judgments, legal correspondence, and other legal documents.
- Prepares synopses, abstracts, or summaries of complex legal issues.
- Prepares attorneys for meetings with complainants, witnesses, and expert witnesses.
- Conducts statistical research and data analysis, including using Microsoft Excel and large data sets.
- Performs documentary and investigatory research.
- Drafts and responds to correspondence and opinion requests involving legal interpretations and decisions.
- Researches and analyzes legal sources such as statutes, case law, administrative records, opinions, articles, treaties, property titles, and rules and regulations.
- Schedules and prioritizes attorney caseloads; organizes case files; attends initial interviews and depositions; conducts investigations; and prepares chronologies, fact summaries, and witness files.
- Assists in responding to public information requests.
- May draft cost analysis and bill summaries for proposed legislation, and tracks and analyzes relevant legislation.
- May supervise the work of others.
- Performs related work as assigned.
- May assist in developing policy and procedure manuals.

### Knowledge, Skills, and Abilities:

Knowledge of legal terminology; of state and federal laws, rules, and regulations; of research methods and techniques; of administrative and court procedures; of the legislative process; and of public notice requirements.

Skill in understanding and processing information, in the use of office equipment, and in the use of a computer 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 supervise the work of others.

**Education and Experience Requirements:**

- Experience in legal assistant work.
- Graduation from an accredited four-year college or university with major coursework in law or a related field is generally preferred. Experience and education may be substituted for one another.
- Considerable knowledge of business English, standard office procedures, and legal terminology and administrative and court procedures is preferred.
- Experience conducting data analysis using Microsoft Excel.
- Experience in a healthcare regulatory agency or as a pharmacy technician is desirable.
- Experience with Microsoft Office Suite.

**Applicant must be eligible, as determined by the Texas Department of Public Safety, to access criminal history records. Must pass state and/or national fingerprint identification checks.**

**License Required:** None

Texas Pharmacy Technician Registration is preferred. If registered as a pharmacy technician, must possess a current registration certificate and be in good standing with the Texas State Board of Pharmacy.

**Environment /Physical Conditions**

Normal office environment. Tobacco free environment. Work involves sitting and operating a personal computer for long periods of time. Physical conditions will require a person with sufficient stamina to maintain a constant high level of concentration for long periods of time. Work involves reading and reviewing large numbers of documents. Work involves processing information quickly and accurately. Work involves verbal communications with others. Work may involve retrieval and replacement of files into 4- and 5-drawer vertical filing cabinets and transporting of files between offices and filing cabinets. Must be able to lift 25 pounds.

*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.*

**Conditions of Employment**

Upon employment, all persons hired will be required to complete state and/or national fingerprint identification checks. Employees must be eligible, as determined by the Texas Department of Public Safety, to access criminal history records. Felony convictions and certain misdemeanor convictions will cause ineligibility. Upon employment, employees must be able to pass the required online CJIS class regarding the security of criminal records.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form (Form I-9) upon hire. TSBP participates in E-Verify and will provide the Federal Government with your Form I-9 information to confirm that you are authorized to work in the U.S. TSBP is unable to sponsor employment visas.

In accordance with Texas Government Code, Sec. 651.005, all males who are 18 to 25 years of age must present proof of registration with Selective Service or exemption from registration upon hire.

**How to Apply**

Applicants must submit a completed State of Texas Application with all requested information. Incomplete applications will not be considered. A resume may be submitted to supplement 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.

All applicants must also submit a cover letter that focuses on the applicant's unique qualifications for the position to be considered for the position.

The Texas State Board of Pharmacy (TSBP) accepts the State of Texas applications only for posted vacancies. Applications must be received by 11:59 P.M. CST on the closing date.

Applicants may submit their State of Texas application directly to TSBP using the following methods or online at WorkInTexas. Note that any supplemental items (such as cover letters and resumes) must be sent directly to TSBP by using the methods below:

Texas State Board of Pharmacy  
1801 Congress Ave Ste 13.100  
Austin TX 78701  
[human.resources@pharmacy.texas.gov](mailto:human.resources@pharmacy.texas.gov)

**Veteran's Preference**

In order to receive a veteran's preference for any position, one of 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.

*The Texas State Board of Pharmacy (TSBP) is an Equal Opportunity/Affirmative Action/ADA Employer and Smoke Free Agency. The TSBP's employment positions are covered by the Fair Labor Standards Act (FLSA). 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)*