



**Working title: Prosecutor's Legal Assistant**

**Class title: Legal Assistant III**

**Posting No.: 0108-26**

**Opening Date: 01/20/2026**

**Closing Date: Open Until Filled**

Location: North Campus, 1106 Clayton Ln., Austin, TX 78723

Class Code: 3576

FLSA: Non-Exempt

Salary Group/Salary: B20, \$60,504.00 - \$69,687.00/yr.

Division: Licensing & Regulations/Enforcement

Number of positions: 4

### **General Description**

Performs complex (journey-level) legal assistant and administrative support work designed to assist a prosecuting attorney with caseload management in the Prosecutor section. The Prosecutor's Legal Assistant is primarily responsible for reviewing and resolving complaints against licensees and other regulated persons and entities, identifying indicators of trafficked persons, extensive drafting of legal documents, scheduling hearings, preparing witnesses and organizing evidence for presentation in hearings, and disseminating general information regarding enforcement cases under multiple statutes. Works under limited supervision with moderate latitude for the use of initiative and independent judgment concerning priorities, methods, and procedures to accomplish assigned duties. The Prosecutor's Legal Assistant reports to the Legal Assistant Supervisor.

### **Essential Job Functions**

- Reviews investigative reports related to complaints to ascertain that all necessary evidence has been obtained, identifies indicators of trafficked persons, ensures the case is prioritized appropriately, and makes recommendations to the prosecutor regarding case resolution.
- Drafts appropriate legal documents and professional correspondence, including but not limited to notices of alleged violation, notices of hearing, letters of proposed license denial, motions, proposed orders, exceptions to proposals for decision, warning letters and case closing letters.
- Stays up to date on the status of enforcement cases by maintaining an accurate tickler system for notices of alleged violation and other time-sensitive documents. Maintains case files and records relevant information in the case management system.
- Responds orally and in writing to inquiries about enforcement cases, from within and outside the agency; inquiries regarding TDLR's multiple statutes and rules; and the agency's enforcement procedures and policies.
- Dockets cases for administrative hearings. Assists in preparing for administrative hearings; schedules witnesses and prepares them for testifying; organizes documentary evidence; and prepares exhibit lists, trial notebooks, and other tools used by the attorney.
- Maintains an accurate schedule of informal conferences and administrative hearings, and prompts attorneys and investigators as needed for trial preparation or case settlement.
- Attends administrative hearings and Commission meetings with the attorney and assists as needed.
- Negotiates settlements of enforcement cases in accordance with the Complaint Resolution Procedures Manual and as directed by the attorney, Chief Prosecutor or Director of Enforcement.
- Assists the attorney in managing a high-volume caseload that includes cases under statutory programs administered by TDLR.
- Researches and interprets statutes, rules, regulations, codes, and administrative records, and analyzes their applicability and significance under fact situations presented in complaints. Identifies indicators of trafficked persons in complaints and cases.
- Conducts internet research as needed to secure identity, location, ownership and other background information about individuals, business entities, properties, and events. Searches websites and databases to identify evidence and indicators relating to the trafficking of persons. Researches and responds to inquiries about Enforcement cases and Enforcement holds placed in licensing records, from both within and outside the agency. Conducts legal research in various areas of federal and state law, including case decisions, evidentiary law, statutory law, procedural and court rules, and legislation.
- Assists the General Counsel's Office on open records requests including gathering and compiling responsive

documents and information.

- Performs duties in accordance with division policies and procedures set forth by the Director, including but not limited to the Complaint Resolution Procedures Manual, the Legal Files Procedure Manual, the Enforcement Plan, the Criminal Conviction Guidelines, and the Complaint Prioritization Schedule.
- Assists the Legal Assistant Supervisor in providing training and drafting procedures.
- Consistently provides friendly, caring and professional customer service.
- Complies with division and/or agency training requirements.
- Demonstrates a spirit of teamwork, fosters camaraderie, offering positive and constructive ideas, encouragement and support to other members of the staff and team, while upholding the agency's core values.
- Keeps management appropriately informed of ongoing activity and critical matters affecting the operation and well-being of the agency.
- Adheres to all Texas Department of Licensing and Regulation Personnel Policies and performs other related duties as assigned by the Legal Assistant Supervisor, Legal Assistant Manager, and Director of Enforcement.

### **Required and Preferred Qualifications**

- Graduation from a standard senior high school or GED equivalent is required.
- Three (3) years of experience performing legal assistant work is required. Relevant experience may include, but is not limited to, drafting and interpreting legal documents; reviewing cases according to statute and rule requirements; preparing witnesses and exhibits for trial, legal research, and investigative work utilizing the internet and other resources. (Thirty (30) semester of hours of college or university course work in a field related to law or investigations may substitute for one year of legal assistant experience.)
- Applicants selected for an interview will be required to complete a writing skills exercise as part of the interview process.
- Graduation from an accredited four-year college or university or certification as a legal assistant or Paralegal is preferred.
- Experience as a legal assistant managing a caseload assigned to an Enforcement Prosecutor in the Enforcement Division of TDLR is preferred.
- Experience as a legal assistant drafting and interpreting legal documents, reviewing cases according to statute and rule requirements, using case management system, legal research using online legal resources, and/or preparing witnesses and exhibits for trial in the Enforcement Division of TDLR assigned to an Enforcement Prosecutor **OR** in a regulatory enforcement office setting for a state, federal agency, or municipality **OR** in a private legal office setting is preferred.
- Experience in any position with TDLR's Enforcement Division is preferred.
- Experience with Microsoft Word, Excel, PowerPoint, Outlook, Adobe, internet research, and a business communication software (such as TEAMS) is preferred.
- Experience with the use of electronic case management systems like Legal Files is preferred.
- Experience reviewing electronic and statistical reports to determine performance, backlog, or work related data is preferred.
- Experience preparing reports, designing charts and assisting in the preparation of manuals, guidelines, policies and procedures is preferred.
- Experience investigating information involving respondents, individuals, businesses, and properties is preferred.
- Experience researching and responding to inquiries both orally and in writing concerning enforcement cases, statutes, rules, policies, procedures is preferred.
- Experience and knowledge of the Public Information Act, including gathering and compiling responsive documents and information for open records request is preferred.
- Bilingual in Spanish, Vietnamese, and/or Mandarin is preferred.

### **Knowledge, Skills, and Abilities**

- Knowledge of legal practices, terminology, and basic legal concepts such as jurisdiction, notice, and due process; basic investigative methods, rules of evidence and procedural rules, and agency policies and procedures relevant to investigations and enforcement.
- Knowledge of the Open Records Act.
- Knowledge of administrative law proceedings and the associated legal documents.
- Skill in the use of computers and applicable software including Word, Excel, PowerPoint, Teams, SharePoint, and Outlook; and in the use of a computer to produce complex legal documents, correspondence, statistical reports, and other complex documents.
- Skill in conducting internet research; in the use of case management systems and licensing databases; and in the operation of office equipment.
- Effective communication skills in the contexts of telephone contacts, in-person contacts, and testifying in court.

- Excellent writing skills including proficiency in drafting legal documents and basic business correspondence using proper spelling, punctuation, sentence structure, and grammar.
- Ability to interpret, apply, and explain, both orally and in writing, statutes, rules, and procedures.
- Ability to establish and maintain effective working relationships.
- Ability to communicate effectively in writing and verbally.
- Ability to demonstrate independent thinking and decision-making.
- Ability to plan and manage multiple tasks or courses of action simultaneously.
- Ability to interpret criminal history records.
- Ability to respond effectively to rapidly changing priorities.

### **Physical and Mental Requirements**

- Must be able to sit or stand for extended periods of time, work well in stressful situations under strict deadlines, and operate standard office equipment and computer software.

### **Military Occupational Specialty Codes:**

Veterans, Reservists, or Guardsmen with a MOS or additional duties or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are encouraged to apply.

Additional Military Crosswalk information can be accessed at:

[https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_Legal.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf)

### **HOW TO APPLY**

State of Texas applications may be submitted electronically through the Texas Workforce Commission's workintexas.com online system by the closing date stated on the job posting. Applications may also be downloaded through TDLR's website <https://www.tdlr.texas.gov/careers/> and emailed to [jobs@tdlr.texas.gov](mailto:jobs@tdlr.texas.gov). For applications submitted via email, please list the job posting title and job posting number in the subject line. Applications submitted via email must be received by 11:59 p.m. on the posting's closing date. When a job posting is listed as "Open Until Filled", it is best to apply as quickly as possible, as the posting may close or be placed on hold at any time with or without prior notification. Applications will NOT be accepted via mail, fax, or hand delivery. Incomplete applications will not be considered. A resume in lieu of application will be rejected. Additionally, an application with "see resume" within the summary of experience is considered incomplete and will be rejected. Applicants are solely responsible for timely delivery of applications by the deadline. All applicants must submit a thoroughly completed application, answering all applicable questions. Applications must contain complete job histories, which includes job title, dates of employment, name of employer, supervisor's name and phone number and a description of duties performed. If this information is not submitted, your application may be rejected because it is incomplete.

### **SELECTIVE SERVICE REGISTRATION**

In accordance with legislation effective September 1, 1999, male candidates aged 18 to 25 are required to show proof of selective service registration (or exemption) prior to an offer of employment. Such proof is not required to be filed with an application but must be provided upon request by the Human Resources office.

### **E-VERIFY**

This employer participates in E-Verify and will provide the Social Security Administration (SSA) and if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

### **TDLR IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

*In compliance with the Americans with Disabilities Act (ADA), TDLR will provide reasonable accommodation. If you are scheduled for an interview and require reasonable accommodation in the interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request.*