



**Working title: Public Information Coordinator**

**Class title: Legal Assistant IV**

**Posting No.: 0517-26**

**Opening Date: 05/14/2026**

**Closing Date: Open Until Filled**

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

Class Code: 3578

FLSA: Administrative Exempt

Salary Group/Salary: B22, \$57,614.04 - \$74,004.04/yr.

Division: General Counsel

Number of positions: 2

### **General Description**

The Public Information Coordinator performs highly complex (senior-level) legal assistant work and provides administrative support to the General Counsel, Deputy General Counsel, and Managing Open Records Attorney. Work involves assisting the Open Records Attorney and other General Counsel Open Records staff in evaluating requests for public information, gathering responsive documents, drafting correspondence, making determinations of confidentiality, and assisting in requesting attorney general determinations. Work also involves aiding in the development, review, and evaluation of program guidelines, policies and regulations; researching and analyzing legal sources such as statutes and case law for the purpose of developing effective administrative practices and procedures; and providing written and verbal interpretation of rules, statutes, policies and procedures to constituents, local municipalities, associations and state and federal agencies. The Public Information Coordinator works under limited supervision, with considerable latitude for the use of initiative and independent judgment. This position reports to the Managing Open Records Attorney.

### **Essential Job Functions**

- Receives, conducts intake, and processes requests for public information, ensuring that responsive documents are gathered, and public information requests are timely and appropriately processed in accordance with agency and section procedures and processes in coordination with the Open Records Attorneys, Senior Legal Assistant, and designees.
- Reviews records, properly identifies confidential information for redaction, and applies redactions in accordance with established procedures.
- Assists in coordinating and managing timelines for responding to public information requests in accordance with the Texas Public Information Act under the direction of the Open Records Attorney or designee.
- May prepare, review, and draft correspondence and draft briefs to be filed with the Office of the Attorney General public information requests.
- Coordinates, assembles, and prepares responses to public information requests, including the appropriate admonitions/correspondence before making responsive information available to a requestor.
- Drafts correspondence to requestors for information under the Texas Public Information Act, and the Office of the Attorney General under the guidance of the Open Records Attorney and Senior Legal Assistant. Responds to requests as needed.
- Drafts and tracks public information cost estimates, as needed.
- Participates in the development and delivery of training to staff, advisory boards, and other stakeholders regarding compliance with the Texas Public Information Act.
- Provides written and verbal interpretation of rules, statutes, policies, and procedures to assist the Open Records teammates in responding to constituent, local municipalities, associations, and federal and state agencies inquiries.
- Researches and analyzes legal sources such as statutes, case law, Texas Attorney General opinions, privacy issues, and expunction court records.
- Coordinates, evaluates, and maintains recordkeeping system for public information requests and associated files and documents.
- Assists in preparing open records and expunction files for destruction in accordance with agency records retention policies and procedures.
- Prepares periodic and special reports and implements special projects, ensuring reports and projects are accurate and completed within guidelines and timeframes as needed.

- May assist with other legal assistant duties in the Office of the General Counsel related to contested cases, collections, bankruptcy matters, rule filings, litigation, and agency records management.
- May assist General Counsel staff with projects, reports, and agenda support materials.
- Complies with division and/or agency training requirements.
- Demonstrates a spirit of teamwork, offering positive and constructive ideas, encouragement, and support to other members of the staff and team, while upholding the agency's core values.
- Ensures all Open Records Attorneys and Senior Legal Assistant are appropriately informed of ongoing activities 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 related work as assigned.

### **Required and Preferred Qualifications**

- Graduation from a standard senior high school or equivalent is required.
- Four (4) years of experience performing legal assistant work is required.
- Graduation from an accredited four-year college or university or certification as a legal assistant or paralegal is preferred.
- Experience and knowledge of statutes or programs regulated by TDLR is preferred.
- Experience and knowledge of the Texas Public Information Act and other statutes and rules enforced by the Department, and of the legislative process is preferred.
- Experience and knowledge of office management and administrative procedures is preferred.
- Experience conducting research, gathering data, and preparing reports is preferred.
- Experience drafting, preparing, and interpreting legal documents is preferred.
- Experience in administrative law is preferred.
- Experience with Microsoft Office, Adobe, and databases is preferred.

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

- Knowledge of the Texas Public Information Act and of other statutes and rules enforced by the Department, and of the legislative process.
- Knowledge of administrative law.
- Knowledge of office management and administrative procedures.
- Knowledge of legal terminology.
- Knowledge of research methods and techniques and of administrative procedures.
- Skill in understanding and processing information.
- Skill in the use of office equipment; and in the use of computers and applicable software including MS Office, Adobe, and databases.
- Ability to communicate effectively, effectively expressing difficult legal and administrative concepts.
- Ability to conduct research; and to draft, prepare, and interpret legal documents and evaluate findings.

### **Physical and Mental Requirements**

- Must be able to walk, sit, or stand for extended periods of time.
- Must be able to perform data entry, type, and operate standard office equipment and computer software.
- Must be able to lift boxes weighing up to 25 lbs.
- Specific vision abilities required by this job include close vision and distance vision, with or without glasses or contacts.
- Ability to hear a forced whisper in the better ear at 5 ft., with or without a hearing aid.

### **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**

To apply for a position, you must submit your application, resumé, and TDLR agency required application questions either online through the Texas Workforce Commission's WORKinTEXAS.com website at <https://www.workintexas.com> or to TDLR via email at: [jobs@tdlr.texas.gov](mailto:jobs@tdlr.texas.gov) by the closing date stated on the job posting. For applications submitted via email,

please list the job posting title and job posting number in the subject line. Applications submitted must be received 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 may not be considered. If you desire an acknowledgement of the receipt of your application, you should apply via WorkInTexas and one should be auto generated by TWC. Only applicants interviewed will be notified of their selection or non-selection. All candidates recommended for IT, Lottery, and Bingo positions will be subject to an extensive criminal background investigation, including fingerprinting.

#### **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 not considering applications from individuals who require sponsorship for an employment visa, including those currently on student or post-graduate visas. All candidates must be approved to work in the United States by E-Verify and must present the needed documentation upon request.

#### **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.*