

**PUBLIC UTILITY COMMISSION OF TEXAS
JOB DESCRIPTION**

Classified Title:	Law Clerk	Class Code:	3604
Working Title:	Law Clerk	Salary Group:	B13
Division:	Office of Policy and Docket Management	FLSA:	Non-Exempt
Supervisor:	Division Director	Date:	09/01/20

GENERAL DESCRIPTION:

Perform complex (journey-level) legal research and analysis work. Work involves examining and preparing legal documents, conducting research, providing assistance to attorneys, and evaluating documents for making recommendations to justices or attorneys. Work under general supervision with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- Conduct legal research.
- Prepare and edit legal documents.
- Review and analyze legal documents, records, and motions.
- Make presentations and participate in case conferences.
- Research points of law involved in hearings to determine the validity and completeness of cases cited.
- Research current developments in civil and criminal law.
- Ensure timely filings of legal documents.
- Assist justices or attorneys in preparing for oral arguments.
- Assist attorneys in preparing cases for litigation and in preparing investigations.
- Assist attorneys in representing client interests before state or federal courts.
- Assist attorneys in providing legal advice, counsel, and assistance to clients.
- May review cases for jurisdictional deficiencies and procedural compliance.
- May draft memoranda and administrative rules for the Texas Register.
- May assist in preparing cases for court trial.
- May assist in drafting bills and amendments for legislative consideration.

REQUIRED MINIMUM QUALIFICATIONS:

- Experience in legal work.
- Enrolled in an accredited law school or graduation from an accredited law school with a LLB or JD degree.
- Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of legal principles, practices, and proceedings; and of agency laws, regulations, and rules.
- Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Ability to prepare legal documents; to interpret and apply laws, rules, and regulations; to conduct research; to summarize findings; and to communicate effectively.

PHYSICAL AND COGNITIVE REQUIREMENTS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position primarily performs sedentary office work. It requires extensive use of computer, copiers, printers, telephone and requires communication with staff and the public. This position also requires cognitive abilities consistent with the essential functions and with the knowledge, skills and abilities; requiring the ability to learn, recall, and apply practices and policies. It requires the stamina to maintain attention to detail despite interruptions.

Work is performed in a standard office environment and requires:

- Regular and punctual attendance.
- Frequent use of personal computer, copiers, printers and telephones.
- Frequent sitting.
- Frequent work under deadlines, as a team member, and in direct contact with others.
- Frequent moving and lifting objects up to 50 pounds.

**PUBLIC UTILITY COMMISSION OF TEXAS
JOB DESCRIPTION ACKNOWLEDGMENT**

LAW CLERK is an at-will employment position. It is, therefore, employment for no specified term of months or years, not under contract, and able to be terminated by the employee or the Public Utility Commission of Texas (PUCT) at any time for any reason other than those prohibited by state and federal law. The PUCT may use a system of progressive discipline prior to or instead of termination, but it is not required to do so.

The information provided below is not to be considered a contract. Its primary purpose is to provide an inclusive job description for the position of **LAW CLERK** of the PUCT. It is also intended to provide background information to any member of the general public regarding the duties of **LAW CLERK**.

An employee, by signing below, acknowledges that he or she has read the entire job description and understands the nature of at-will employment and the duties of the position.

SIGNATURES: *(Please sign and return the signed job description and the electronic file to Human Resources.)*

Employee Name (Print)

Date

Employee Signature