



PUBLIC UTILITY COMMISSION OF TEXAS

Legal Fellow

DIVISIONS: Legal, Office of Policy and Docket, Management, Rules and Projects

TYPE OF INTERNSHIP: Unpaid, Stipend through the Oil, Gas & Energy Resources Law Internship Program

HOURS PER WEEK: 40 Hours

NUMBER OF AVAILABLE INTERNSHIPS: 1 – 12 Week internship or 2 – 6 Week internship

Application Process: Submit the OGERL application directly to the OGERL. A Letter of Interest, Resume and Unofficial Transcripts must accompany the application.

An internship with the Public Utility Commission of Texas (PUCT) is a great opportunity for law school students considering a career in state government and in the utility regulation industry. The PUCT provides law school students with a realistic view of what a career with the PUCT entails.

Law School students will intern either for the Legal Division, Office of Policy and Docket Management, or Rules and Project Division.

LEGAL DIVISION

The Legal division represents the public interest in contested cases before the State Office of Administrative Hearings (SOAH) and the Commission. The division also provides legal and policy advice to agency staff and the Commissioners.

Functions performed as an intern in the Legal division include:

Conducting legal research; preparing and editing legal documents; reviewing and analyzing legal documents, records, and motions; making presentations and participates in case conferences; researching points of law involved in hearings to determine the validity and completeness of cases cited; researching current developments in civil and utility law; ensuring timely filings of legal documents; assisting attorneys in preparing for oral arguments; and assisting attorneys in preparing cases for litigation and in preparing investigations. May review cases for jurisdictional deficiencies and procedural compliance; draft memoranda and administrative rules for the Texas Register; assist in preparing cases for administrative hearing; or assist in drafting bills and amendments for legislative consideration.

OFFICE OF POLICY AND DOCKET MANAGEMENT (OPDM)

The Office of Policy and Docket Management (OPDM) division is split into two separate sections, Policy Development and Docket Management. The Policy Development section prepares paper for the Commissioner's review before an open meeting. The Docket Management section processes all new incoming cases that are filed at the Commission.

OPDM also processes orders that are generated out of the open meetings and sends dockets to the State Office of Administrative Hearings (SOAH) where they conduct hearings.

Functions performed as an intern in OPDM include:



PUBLIC UTILITY COMMISSION OF TEXAS

Legal Fellow

Conducting legal research; preparing and editing legal documents; reviewing and analyzing legal documents, records, and motions; making presentations and participating in case conferences; researching points of law to determine the validity and completeness of cases cited; researching current developments in civil and administrative law; assisting justices or attorneys in preparing for oral arguments; and assisting attorneys in providing legal advice, counsel, and assistance to clients. May review cases for jurisdictional deficiencies and procedural compliance or assist in drafting bills and amendments for legislative consideration.

RULES AND PROJECTS

Rules and Projects is responsible for managing the Commission's rulemaking efforts. This involves coordinating staffing and subject matter expertise across the agency, establishing rulemaking priorities and timelines, leading individual rulemaking projects, responding to petitions for rulemaking, providing consistency and quality control across rulemakings, and refining the agency's rulemaking processes.

Functions performed as an intern in the Rules and Projects division include:

Conducting legal research; and preparing and editing legal documents; participating in policy development and rulemaking activities in coordination with other divisions and prepare documents for Commission action; performing legal research and analysis as necessary, or as assigned; identifying legal issues relating to Commission projects and rulemakings; writing memoranda, position statements, and briefs evaluating the law on these topics; creating presentations for and participating in case conferences and agency meetings; researching current developments in administrative and utility law; ensuring timely filing of legal documents; assisting commission staff in commission investigations and complaints; and prepare, in conjunction with other divisions as necessary, reports as required by the legislature or Commission. May participate in drafting administrative rules for the Texas Register or related memoranda; assist in preparing cases for administrative hearings; or assist in drafting bills and amendments for legislative consideration.

MINIMUM QUALIFICATIONS

- Enrolled in an accredited law school or graduation from an accredited law school with a LLB or JD degree.