

**PUBLIC UTILITY COMMISSION OF TEXAS  
JOB DESCRIPTION**

<b>Classified Title:</b>	Law Clerk	<b>Class#:</b>	3604
<b>Working Title:</b>	Law Clerk	<b>Group#:</b>	B13
<b>Division:</b>	Legal	<b>FLSA:</b>	Non-Exempt
<b>Supervisor:</b>	Division Director	<b>Date:</b>	05/01/18

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**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:**

- Conducts legal research.
- Prepares and edits legal documents.
- Reviews and analyzes legal documents, records, and motions.
- Makes presentations and participates in case conferences.
- Researches points of law involved in hearings to determine the validity and completeness of cases cited.
- Researches current developments in civil and criminal law.
- Ensures timely filings of legal documents.
- Assists justices or attorneys in preparing for oral arguments.
- Assists attorneys in preparing cases for litigation and in preparing investigations.
- Assists attorneys in representing client interests before state or federal courts.
- Assists 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 represented 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.