

## TEXAS BOARD OF NURSING JOB VACANCY ANNOUNCEMENT

Job Title	Legal Assistant II	Closing Date	Until Filled
Reports To	General Counsel	Posting Number	BON 20-6
Salary Group	B17 \$3,081.33 to \$3,975 per month	Schedule	Full-Time
Insurance Waiting Period	~60 day waiting period for health coverage	Travel	Limited

### Military Crosswalk

Army	27D, 270A	Navy	LN,YN,YNS
Air Force	5JOX1	Marines	4400, 4421, 4422, 4430
Coast Guard	None		

### General Description

Performs advanced legal assistant work, and a variety of complex legal tasks under the general supervision of one or more attorneys. Work involves researching, analyzing, investigating, and drafting legal documents, including requests for and responses to discovery, assisting attorneys with successful case management, maintaining the calendar, docketing of formal hearings, and all associated deadlines. Work is performed with latitude for independent judgment and initiative concerning priorities, methods, and legal procedures to accomplish assigned duties and to select proper courses of action. Must be able to quickly evaluate findings and relate them to the case in question and coordinate work. Ability to maintain confidentiality in all legal matters and the ability to communicate effectively is essential. Work is subject to attorney review.

### Duties and Responsibilities

Coordinates legal activities, which may include investigation of eligibility cases involving applicants/petitioners with criminal convictions and/or reportable behavior including contact with: law enforcement agencies, Courts, witnesses, and evaluators. Under attorney supervision, prepare documents to conduct and respond to discovery in contested cases. May involve reparation of Declaratory/Eligibility Orders and drafting of various letters associated with the Declaratory/Eligibility Order process. May prepare Eligibility cases for E & D Committee Meetings. May assist Counsel with ALJ eligibility and contested cases at SOAH. Coordinate docket with Counsel, SOAH, Court Reporter and Investigations in scheduling administrative hearings and mediations. Check exhibits, affidavits, and other documents from Investigations before final review by Counsel. Track briefs, motions, file pleadings and docket numbers from initial scheduling to closing of records. Review Proposals for Decision and Proposed Orders of the Board. When applicable, provide the Executive Assistant with items for the Board Meeting Agenda. Respond to open records and discovery requests as assigned. May organize material, prepare agenda, Notice of Open Meeting, memos and minutes for Eligibility and Disciplinary Committee meetings and Advisory Committee meetings, and assist at meetings. Assist in coordinating the time and location with all parties, and court, for depositions. Prepare associated documents, and summarize and index depositions. Make travel arrangements and prepare travel vouchers for General Counsel's office. Prepare Administrative Records for the Attorney General's Office. Process and/or prepare and edit general correspondence and various legal documents. Preparation and distribution of reports (i.e., appeals report; eligibility report; and E & D meeting report) and miscellaneous documents for board meetings, and follow-up after board meetings. Prepare various reports for Strategic Planning. Maintain legal library, copy cases, and trace later cases. Coordinate meetings with experts and nurse consultants. May support up to three attorneys' caseload and docket. Prepare correspondence to Attorney General's Office, and assist in enforcing Board subpoenas. Assist in preparing trial notebooks and material for Board meetings and Advisory Committee meetings. Other work related duties as assigned.

**Knowledge, Skills and Abilities**

Knowledge of legal terminology; of state and federal laws, rules, and regulations; of research methods and techniques; of administrative and court procedures; of the legislative process; and of public notice requirements.  
Skill in understanding and processing information, in the use of office equipment, and in the use of a computer and applicable software.  
Ability to conduct research; to draft, prepare, and interpret legal documents; to evaluate and relate findings to cases in question; to conduct investigations; and to communicate effectively. Ability to be professional under adversarial conditions.  
Ability to meet rigid deadlines, case closure deadlines and expectations.

**Education and Experience Requirements**

A minimum of two years experience as a legal assistant or paralegal required. Four years experience with personal computers and software.

**Environment/Physical Conditions**

Work typically takes place in an environmentally controlled office setting. Some travel and out-of-office work may be required.

**How To Apply**

Please go to agency website at [www.bon.texas.gov](http://www.bon.texas.gov) for a job description. The state job application is available at the Work In Texas Job Bank [www.WorkInTexas.com](http://www.WorkInTexas.com). If an accommodation is needed, please call Steve Zimmerman at (512)305-6880 (Voice) or 1-800-RELAY-TX (TDD).

The Texas Board of Nursing is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, genetic information, or status as an individual with a disability or protected veteran in its hiring and recruitment process. Veterans' and former foster youth employment preferences are granted as required by law.