

Listing Number: 476-12-1
Starting Wage: \$1,976 - \$3,125/mo

Opening Date: _____
Closing Date: Until Filled
(Agency Use): _____

STATE AGENCY
JOB VACANCY NOTICE

POSITION TITLE: Legal Secretary (I - II) CLASSIFICATION #: 3565(A10), 3566(A12)
AGENCY: Texas Racing Commission
ADDRESS: 8505 Cross Park #110 Austin, TX 78754 WORK LOCATION: Austin, TX
REFER TO: Mark Fenner By Appointment: Yes No _____ TELEPHONE: 512-833-6699
NUMBER OF OPENINGS: 1 DURATION: Regular Seasonal/Summer Job _____
Temporary _____ Will terminate on _____
MERIT SYSTEM: Yes No _____ Part Time _____ Hours/Week 40
TYPING: N/A _____ Yes No _____ SHORTHAND: N/A YES _____ NO _____
W.P.M. 60 No more than 3 Errors
TEXAS DRIVER'S LICENSE: Yes No _____ Operator Commercial _____ Chauffeur _____
TRAVEL REQUIRED: Yes _____ No SHIFTS 1ST _____ 2ND _____ 3RD _____ Rotating _____
POSTING APPROVED BY: _____ DATE _____
Executive Director

GENERAL DESCRIPTION

Reports to the General Counsel and performs administrative and legal secretary work. Duties involve preparing general business correspondence; coordinating and responding to open records requests; researching and preparing legal documents; maintaining and developing filing system, assisting with development and writing of policy memos; and researching legislative information. Works under supervision with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL JOB FUNCTIONS

Provides extensive administrative assistance to the General Counsel. Drafts, formats, and prepares correspondence, agency rules, and other legal documents. Assists in preparation of written briefing materials and provides support for Commission meetings and working groups. Assists with processing open records requests under the Public Information Act. Coordinates and assists with case preparation for enforcement actions and hearings before boards of racing stewards and judges or before the State Office of Administrative Hearings. Assists in publishing administrative rules in the *Texas Register*. Assists in publishing newly adopted rules in agency materials. Assists with maintaining law library. Performs related work as assigned. Performs complex technical assistance work such as creating documents that include spreadsheets, charts and graphs. Answers phone and fields inquiries. Tracks and maintains calendars and prepares state-required quarterly reports.

REQUIRED EDUCATION AND EXPERIENCE

Graduation from an accredited senior high school or equivalent, plus 60 semester hours of college credit. Each year of related experience above the minimum required may be substituted for one year (30 semester hours) of required college credit.

Minimum three years experience in secretarial or similar office work requiring the preparation of individualized letters and documents.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of legal terminology, principles, practices, and proceedings. Must be familiar with the Gregg Reference Manual or similar style guide. Familiarity with horse and/or greyhound racing terms and practices is beneficial but not required.

Skilled in spelling, punctuation, sentence structure, and grammar is essential. Must be skilled in use of Microsoft word processing, spreadsheet, and presentation software. Must be organized and detail oriented.

Ability to maintain a high level of confidentiality is essential. Ability to meet deadlines while managing multiple responsibilities. Ability to organize and maintain files and records. Must be able to research, organize, analyze and communicate effectively, both in writing and orally.

Legal Secretary II – Must meet all of the above qualifications for a Legal Secretary I, with two or more years full time experience as a Legal Secretary.

DISCLOSURE:

All Commission employees must undergo a criminal history background check. The Texas Racing Act contains additional provisions that set out causes for rejection of employment. (Will be provided upon request.)

HOW TO APPLY

Submit a State of Texas Application for Employment referencing the above position number and title to: Texas Racing Commission, Attention: Mark Fenner, P. O. Box 12080, Austin, TX 78711-2080, or by email to mark.fenner@txrc.state.tx.us. You may request an application from the Commission office at 8505 Cross Park Drive, Suite 110, Austin, TX 78754, phone (512) 833-6699, fax (512) 833-6907 or visit our web site at <http://www.txrc.state.tx.us>. Resumes may be submitted in addition to, but not in lieu of, the employment application.