



REAL ESTATE COMMISSION

APPRAISER LICENSING & CERTIFICATION BOARD

JOB VACANCY ANNOUNCEMENT (LEGAL ASSISTANT)

Texas Appraiser Licensing & Certification Board Standards & Enforcement Services Division

Job Posting Number:	1502-13-TALCB	Monthly Salary:	\$3,521-\$4,000.00
State Classification:	Legal Assistant III	Class No., Group:	3576, B19
Location:	Austin	FLSA Status:	Nonexempt
Work Week:	Monday-Friday, 40 hours/week (flex schedule may be possible after first appraisal)	Travel:	None
Posting Date:	February 27, 2015	Closing Date:	Until Filled

Job Summary: Serve as a legal assistant in the Texas Appraiser Licensing & Certification Board's (TALCB) Standards & Enforcement Services Division. Assist attorneys and investigators with case management. Review and analyze new complaints against real estate appraiser and appraisal management companies. Input and maintain database information related to complaint cases. Assist attorneys and investigators in preparing cases for trial and draft legal documents. Research and apply applicable statutes and rules. May supervise the work of others.

Minimum Education: Graduation from an accredited four-year college or university. One year work experience related to the job duties may substitute for one year of college, up to a four year substitution.

Certification as a paralegal may substitute for two years of education.

Experience:

- Minimum five years of legal assistant or paralegal work experience in litigation and/or case management setting
- Experience managing a case load and preparing cases for contested hearings

Knowledge, Skills and Abilities:

- Knowledge of policies, practices, procedures and legal terminology related to court system or the State Office of Administrative Hearings
- Knowledge of legal terminology, principles, procedures, documents and forms
- Knowledge of file management and modern office practices
- Knowledge of word processing and other software programs
- Knowledge of business letter writing, grammar and punctuation, and report preparation
- Proficient computer skills in Microsoft Word, Excel, and PowerPoint; and database programs
- Skill in applying tact and diplomacy with others to gain cooperation and compliance
- Ability to research, analyse and apply statutes and rules
- Ability to plan, organize and work independently, as well as within a team environment
- Ability to adapt successfully and multi-task while delivering quality results in a timely manner
- Ability to work effectively in high-pressure situations and under strict deadlines with extreme attention to detail
- Ability to willingly accept and use constructive criticism/feedback to improve performance
- Ability to effectively communicate, both verbally and written, in a professional manner
- Ability to plan and arrange workload to meet schedules and deadlines
- Ability to learn the laws, regulations, and rules pertaining to TALCB

Preferred Qualifications:

- Five years of relevant legal assistant/paralegal experience preferably in a government agency, law firm, corporate counsel office, legal-aid or family legal office
- Seven years of experience managing legal cases
- Experience working with paperless filing systems

TREC/TALCB is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or in the provision of services. Applicants should communicate requests for disability-related accommodations during the application process to Human Resources. 1-800-RELAY TX (for hearing impaired).

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed application.

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Standards & Enforcement Services Division
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**Preferred
Qualifications (cont):**

- Experience using VERSA database
- Knowledge of open government law (open records/public information)
- Knowledge of the Texas Appraiser Licensing & Certification Act and Texas Appraisal Management Company Act and the Rules of the Texas Appraiser Licensing and Certification Board
- Knowledge of the Administrative Procedures Act and the procedural rules of the State Office of Administrative Hearings
- Paralegal certification

Job Duties:

- Review and analyze consumer complaints to determine jurisdiction, alleged violations and appropriate investigative action
- Input and maintain complaint case information in VERSA database
- Prepare statistical and other data reports using PowerPoint and Excel
- Prepare documents related to complaint openings, and case resolutions
- Assist attorneys with successful case management and preparation for contested case hearings
- Answer phone calls and respond to e-mails on wide range of case-related issues and inquiries
- May perform duties required to respond to requests under the Chapter 552, Government Code (public information/open records) and related agency guidelines

**Additional
Requirements:**

Resume and cover letter detailing how your experience ties into the duties of this position

All applicants must submit proof of a typing test taken at the Texas Workforce Commission (WorkSource) with a net typing speed of 40 correct wpm

Copies of college transcripts and/or paralegal certificate must be provided before or at the interview

To Apply:

Submit a complete (no blanks) State of Texas Employment Application along with the additional requirements to human.resources@trec.texas.gov

Contact:

Glenn Tramel, Human Resources 512-936-3604