JOB VACANCY ANNOUNCEMENT
(LEGAL SECRETARY)
TALCB Standards & Enforcement Services Division

Job Posting Number:	1709-01-TALCB	**Monthly Salary:**	$2,750 – 3,175.00
State Classification:	Legal Secretary III	**Class No., Group:**	3567, A14
Location:	Austin	**FLSA Status:**	Nonexempt
Work Week:	Monday-Friday, 40 hours/week (flex schedule may be possible after first evaluation)	**Travel:**	None
Posting Date:	September 8, 2016	**Closing Date:**	Until Filled

Job Summary: Serve as a legal secretary in the Texas Appraiser Licensing & Certification Board's (TALCB) Standards & Enforcement Services Division. Provides administrative and legal support for the division's attorneys, investigators and legal assistants. Work involves preparation and dissemination of legal correspondence, reports, and forms, processing of files through database system, serving as division receptionist and record management tasks.

Minimum Education: High school diploma or equivalent

Experience:

- Minimum three years of administrative work experience in a professional office setting
- Work experience organizing, filing, and maintaining administrative documents
- Work experience in use of databases to track files, records, and other information

Job Duties:

- Provide administrative and legal secretarial support for the division's attorneys, investigators and legal assistants. Prepare and disseminate correspondence, reports and forms, process files through database system.
- Primary receptionist for phone calls received by TALCB SES
- Review and process mail for division staff; schedule, maintain, and update appointment calendars detailing events
- Manage and process intake and resolution of license application audits, applicant background reviews, gather criminal history documentation/information, and assist attorneys in the review of applicant criminal history reports
- Process all Board orders and build discipline compliance modules in VERSA for tracking and posting on the Board's website
- Assist in the processing of public information requests
- Assist in organizing trial and hearing materials
- Coordinate the Peer Investigative Committee (PIC) process
- Perform other duties as assigned by the Director of TALCB SES

Knowledge, Skills and Abilities:

- Knowledge of policies, practices, principles, procedures, documents, forms and legal terminology related to court system or the State Office of Administrative Hearings, including the Administrative Procedure Act, the Texas Rules of Civil Procedure and Evidence
- Knowledge of file management and modern office practices and ability to use paperless filing systems and electronic and hard copy records maintenance
- Knowledge of word processing and other software programs
- Knowledge of business letter and legal writing, grammar, spelling and punctuation, and report preparation
- Proficient computer skills in Microsoft Word, Excel, Outlook, PowerPoint, Adobe Acrobat, and database programs
- Skill in applying tact and diplomacy with others to gain cooperation and compliance
- Ability to research, analyze and apply statutes and rules
- Ability to organize, index and file legal and administrative documents; maintain record retention and filing systems
- Ability to plan, organize and work independently, as well as within a team environment
- Ability to adapt and multi-task while delivering quality results in a timely manner
- Ability to work effectively in high-pressure situations under strict deadlines with extreme attention to detail
- Ability to communicate effectively in a professional manner and deal with industry stakeholders and the public

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(Continued)

Knowledge, Skills and Abilities (cont):

- Ability to plan and arrange workload to meet schedules and deadlines
- Ability to quickly learn the laws, regulations, and rules pertaining to regulation of real estate appraisers and appraisal management companies

Preferred Qualifications:

- Associate or bachelor's degree
- Work experience as a legal secretary
- Work experience in a government agency or law firm, corporate counsel office, legal-aid or family legal office
- Work experience managing audits, background reviews, regulatory complaint or investigative cases, and/or records retention/management
- Experience using VERSA database
- Knowledge of Texas Public Information Act laws and corresponding rules promulgated by the Texas Attorney General
- Knowledge of the Texas Appraiser Licensing & Certification Act and Texas Appraisal Management Company Act and the Rules of the Texas Appraiser Licensing & Certification Board

Additional Requirements:

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

Environmental & Physical Conditions:

Normal office work environment, mostly sedentary in nature. May involve walking; standing; remaining stationary for long periods of time; pulling and pushing; kneeling, stooping and bending; and safely lifting and carrying items weighing up to 30 pounds. Work involves extensive telephone usage and repetitive hand/wrist/finger motions while using the computer.

Military Crosswalk information:

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf

To Apply:

Submit a complete (no blanks) State of Texas Employment Application, resume, and cover letter to: human.resources@trec.texas.gov **or** 512-936-3547 (fax). *Applications may be submitted via WorkinTexas; however, the additional documents must be submitted to Human Resources prior to being considered for an interview.*

Skills test will be conducted at the time of the interview.

Contact:

Human Resources at 512-936-3604

Texas Real Estate Commission:

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Texas Appraiser Licensing and Certification Board:

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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).

TREC participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

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.

Applicants who possess a valid Texas Real Estate License with be required to place their license in an "Inactive" status.

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