

JOB POSTING: LEGAL ASSISTANT II

Class Title:	Legal Assistant II
Salary Group:	B18
Reports To:	Senior Legal Assistant
Supervisory Responsibilities:	No
Starting Salary Range:	\$45,521 – \$58,288

Contact:

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Role Summary

Are you a detail-oriented legal professional looking to make a meaningful impact? Join our team as a Legal Assistant II and play a pivotal role in administering critical legal frameworks. In this fast-paced position, you will provide high-level administrative and legal support, managing complex workflows from initial case drafts to the final archiving of official orders. Operating with moderate latitude for independent judgment, you will serve as a core organizational liaison for legal teams, applicants, and panels. If you thrive in dynamic environments demanding unparalleled confidentiality, organizational mastery, and sharp analytical skills, we invite you to apply.

Job Duties & Overview

Performs moderately complex (journey-level) legal assistant work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

Character & Fitness: Adverse Preliminary Determination Letters, Hearings, and Orders

- 1. Case Management:** Assist the assigned attorney with the character and fitness hearing process from the initial draft of the Adverse Preliminary Determination Letter (APD) until the final order is signed and delivered. Update the ATLAS database with relevant documents and Character & Fitness (C&F) matters.
- 2. Scheduling:** Schedule hearings in accordance with established agency policy.
- 3. Document Drafting:** Draft hearing notices, docket sheets, and exhibits for attorney review. Send approved documents to the appropriate persons or agencies while maintaining strict confidentiality. Log and track all documents in ATLAS and the K drive.
- 4. Internal Communication:** Communicate hearing details with the Legal Team and the broader office staff.
- 5. Hearing Preparation:** Prepare all recorder documents, assemble exhibits, and draft approval orders for all hearing panels.
- 6. Technology & Logistics:** Set up hearing rooms with necessary supplies, coordinate required technology (including Zoom information), and provide technology training to others as needed.
- 7. Hearing Support:** Provide general assistance to all parties, witnesses, and panelists.
- 8. Hearing Recording:** Attend hearing panels as the official recorder. Record proceedings on an electronic voice recorder, manage Zoom logistics, handle exhibits, and take official minutes. Order transcriptions of hearing audio recordings following the conclusion of proceedings.
- 9. Order Transcription:** Transmit draft orders to panel members and final orders to opposing counsel or the applicant. Maintain confidentiality and log all transmissions in ATLAS and the K drive.
- 10. Archiving:** Archive hearing records in the K drive and ATLAS, including ordering and receiving transcripts for application denials.

Accommodations

- 1. NTA Processing:** Assist with processing requests for non-standard testing accommodations (NTAs). Review and analyze evidence of disability and substantial impairment. Draft related testing accommodation decisions and record final agreements.

- 2. Applicant Liaison:** Communicate directly with applicants by phone, email, and ATLAS. Log all communications in the ATLAS database.
- 3. File Compilation:** Compile NTA files for further review by independent medical or professional experts, and communicate with experts regarding active cases as needed.
- 4. Appeals Management:** Summarize Accommodation Review Committee (ARC) materials, prepare ARC packages, and communicate appeals to the ARC Committee. Transmit final ARC decisions to applicants through ATLAS.
- 5. Reporting:** Prepare final NTA reports for all exam sites.

Other General Duties

- 1. IT Support:** Submit and manage all Legal Team ILG tickets for improvements, changes, or fixes to the ATLAS system.
- 2. Public Information Requests:** Assist with public information requests by cataloging requests in the K drive, searching for responsive records, and drafting redactions as required.
- 3. File Requests:** Review and transmit specific file copy requests along with corresponding payment remittances.
- 4. Litigation Support:** Copy and organize all files regarding current litigation into the appropriate K drive folders. Maintain records and document templates in the K drive.
- 5. Bar Exam Administration:** Assist with bar exam duties as assigned. This includes drafting NTA verbal instructions, coordinating special exam material orders with the Admissions Team, distributing and accounting for special materials provided to site NTA coordinators, and maintaining exam integrity and confidentiality.
- 6. Public Notices:** Timely post Waiver, Hearing, and ARC notices to the Secretary of State (SOS) portal.
- 7. Special Assignments:** Perform other duties as assigned by the General Counsel, Senior Legal Assistant, or assigned attorney.

Experience and Education

- **Education:** Graduation from an accredited four-year college or university with major coursework in law or a related field is generally preferred.
- **Substitution:** Experience and education may be substituted for one another on a year-for-year basis.

Knowledge, Skills, and Abilities (KSAs)

- **Legal Knowledge:** Knowledge of legal terminology, concepts, and procedures.
- **Regulatory Knowledge:** Knowledge of, or the ability to quickly learn, agency rules and regulations, state and federal laws, open meetings requirements, and public information regulations.
- **Confidentiality:** Skill in understanding and handling sensitive and confidential information with the utmost care and caution.
- **Office Equipment:** Skill in operating standard office equipment, including printers, copiers, and scanners.
- **Software Proficiency:** Advanced skills in using personal computers and applications including Microsoft 365 (SharePoint, Outlook, Teams, Word, Excel), Adobe Acrobat, Zoom, Dropbox, and digital databases/management software (ATLAS).
- **Legal Skills:** Ability to conduct basic legal research, conduct administrative investigations, and draft, prepare, and comprehend complex legal documents.
- **Communication:** Ability to communicate professionally and effectively, both orally and in writing.
- **Workload Management:** Ability to support multiple attorneys simultaneously, manage competing priorities, and balance workloads effectively.
- **Physical Requirements:** Ability to lift and move boxes weighing up to 20 pounds.
- **Background Check:** Ability to successfully pass a criminal background check.
- **Resilience:** Ability to handle stressful or adversarial interactions with opposing attorneys, applicants, and members of the public professionally.

To apply

Please submit a State of Texas Application for Employment, Resume, and Letter of Interest to information@ble.texas.gov. Resumes submitted without a State of Texas application will not be considered. The State of Texas Application for Employment is available at [State of Texas Application for Employment](#).