

TEXAS BOARD OF ARCHITECTURAL EXAMINERS (TBAE)
JOB VACANCY ANNOUNCEMENT
Legal Assistant II – V

Job Title:	Legal Assistant II-V	Closing Date:	March 4, 2026
Classification Number:	3574/B18 (LA II) 3576/B20 (LA III) 3578/B22 (LA IV) 3580/B24 (LA V)	FLSA Status	Non-Exempt
Posting Number:	FY 2026-01	Schedule:	Full-time
Reports to:	General Counsel	Division:	Legal
Annual Salary:	\$50,000.00 to \$80,000.00	Travel:	None

GENERAL DESCRIPTION

Performs moderately complex advanced legal assistant work. Works under limited to minimal supervision, with considerable to extensive latitude for the use of initiative and independent judgment. The TBAE Legal Assistant provides administrative support to the General Counsel and Assistant General Counsel, performs extensive casework, provides litigation support, and coordinates other legal activities.

ESSENTIAL JOB FUNCTIONS

I. Casework

1. Prioritizes and tracks cases, organizes case files, and database entries.
2. Prepares summaries of legal issues.
3. Drafts legal documents including warnings, notices of violation, and agreed orders.
4. Fields inquiries and provides responses as able.
5. Collaborates with enforcement department to monitor compliance with disciplinary orders, including collection of administrative penalties.
6. Coordinates referral of collections cases to the Office of Attorney General.
7. Assists General Counsel in preparing cases for Board meetings and coordinates post-Board meeting activities in the Legal Department.

II. Litigation Support

1. Analyzes orders and monitors deadlines.
2. Coordinates, assembles, and prepares evidence, exhibits, affidavits, and documents for use in legal proceedings.
3. Prepares, reviews, and edits pleadings, motions, briefs, abstracts, petitions, summary judgments, legal correspondence, discovery, and other legal documents.
4. Organizes the service of subpoenas and notices of deposition.
5. Schedules, attends, and supports attorneys for administrative hearings and other legal proceedings.

III. Additional Legal Activities

1. Carefully proofreads documents for accuracy.
2. Assists with agency's responses to Public Information Act requests.
3. Prepares all certified mail correspondence for agency through SendSuite System and may hand-deliver certified mail to Comptroller.
4. Maintains legal department records, calendars, and database entries.
5. Assists General Counsel in maintenance of agency contracts and insurance policies and serves as liaison between TBAE and SORM.
6. Performs related work as assigned.

QUALIFICATIONS

Minimum Qualifications:

1. Graduation from an accredited four-year college or university is required.
 - a. Four years of office experience in a legal environment may be substituted for the required education.

- b. Completion of a paralegal/legal assistant certification plus two years of office experience in a legal environment may be substituted for the required education.
2. Experience working with the public.

Preferred Qualifications:

1. Three years, or more, of experience as a paralegal or legal assistant.
2. Experience working with licensed occupations.
3. Prior experience working at a state agency performing enforcement casework.

An offer of employment is contingent upon selected candidate qualifying for access to criminal history record information through the Department of Public Safety pursuant to the TCIC/TLETS Access Policy.

MILITARY SPECIALTY CODES:

Army-27D, Navy-LN, YN, Coast Guard-None, Marine 4400,4421, Air Force-5J0X1

Additional Military Crosswalk information can be found at:

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf

KNOWLEDGE, SKILLS & ABILITIES (KSAs)

1. Knowledge of legal terminology; state and federal laws, rules, and regulations; research methods and techniques; administrative and court procedures; the legislative process; and public notice requirements.
2. Skill in understanding and processing information, in the use of office equipment, and in the use of a computer and applicable software.
3. 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.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk; stand; climb stairs; sit; use hands to use or handle office tools and equipment, including telephone and computer; and reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include ability to adjust focus for work with computers and peripheral vision and depth perception for driving.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work environment is non-smoking. While performing the duties of this job, the employee is constantly exposed to computer and telephone equipment, telephone and printer noise, busy environment with many interruptions and is occasionally exposed to outside weather conditions. The noise level is usually moderate. Some travel will be required for outreach programs, meetings, and training.

SCHEDULE

Office hours are Monday through Friday from 8:00 a.m. – 5:00 p.m. Hybrid telework may be permitted after an introductory period of 60 days. Flexible work hours from 6:00 a.m. to 6:00 p.m. may be permitted.

HOW TO APPLY

The Texas Board of Architectural Examiners (TBAE) accepts applications only for posted vacancies. Submit **one State of Texas Application, cover letter, and resume** for each position in which you are interested. Applications must be received by 5:00 pm on the closing date.

A resume submitted in lieu of a State of Texas Application will be rejected. A State of Texas Application with "see resume" within the summary of experience is considered incomplete and will be rejected.

Applications may be submitted in the following manner:

**Submitted thru Central Accounting
Payroll and Personnel System CAPPS:**

[CAPPS Careers](#)
[Workintexas.com](#)

Mailed via U. S. Postal Service or delivered in person:

Texas Board of Architectural Examiners
Attn: Human Resources
505 E. Huntland Dr. #350
Austin, Texas 78752

Email: Sabrina.Jones@tbae.texas.gov

Applications submitted via email or fax will be subject to a personal signature if called for an interview. The interview may include a writing exercise.

The Texas Board of Architectural Examiners is an equal opportunity employer and does not discriminate based on race, color, religion, sex, national origin, age, or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any requests for reasonable accommodation needed during the application process should be communicated by the applicant to Human Resources at (512) 305-8525.

Hearing impaired individuals may contact our office via Relay Texas at 1-800-735-2989 (TTY/TDD).

The selected applicant must show proof of eligibility to work in the U.S. in compliance with the Immigration Reform and Control Act. Proof of eligibility to work in the U.S. will be confirmed using E-Verify. All males who are age 18 through 25 and required to register with the Selective Service must present proof of registration or exemption from registration upon hire.

TBAE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER