



**TEXAS STATE BOARD
of PUBLIC ACCOUNTANCY**

William Treacy, Executive Director

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JOB VACANCY NOTICE

Job Posting No. 501	Number of Openings 1	Posting Date 01/08/2025	Closing Date Until Filled
Job Title Law Clerk		State Classification (Salary Group) 3604/B14	

Starting Salary
\$20 per hour

General Requirements
 Hours worked weekly: 8-20 hrs License or registration required: No
 Shift work required: No Job skills test required: No
 Travel required: No Agency Car Furnished: No
 Military Codes: Army- 27D, 270A, Navy-LN, 2960, Marine- 4400,4421,4430, Air Force- 5J0X1

Education, Experience, and Abilities Required
 Experience in legal work. Enrolled in an accredited law school or graduated from an accredited law school with a Bachelor of Laws (LLB) or Juris Doctor (JD) degree.

 Knowledge of legal principles, practices, and proceedings; and agency law, regulations and rules. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems; and the use of a computer and applicable software.

 Ability to prepare legal documents; to interpret and apply laws, rules, and regulations; to conduct research; to summarize findings; and to communicate effectively.

 Legal training/experience in an office environment preferred. Be able to draft and edit correspondence and memoranda. Good verbal and written communication skills in dealing with colleagues and the public. Should have strong organizational skills and be proficient in the use of Microsoft Office Suite, Adobe Acrobat and in updating an IBM I Series system.

Job Description
 Performs complex legal research and analysis work involving examining, preparing, and evaluating legal documents and providing assistance to attorneys. Works under general supervision, with moderate latitude for the use of initiative and independent judgement.

 Conducts legal research, including researching developments in civil and criminal law and researching points of law involved in hearings to determine the validity and completeness of cases cited.

Application information
 To apply: Complete a State of Texas Application for Employment form online, or FAX or mail, or email the employment application form to:

 Personnel Division
 Texas State Board of Public Accountancy
 505 E. Huntland Drive, Ste 380
 Austin, Texas 78752

 FAX: (512) 305-7854 / www.workintexas.com / administration@tsbpa.texas.gov

NON SMOKING EEO EMPLOYER/AFFIRMATIVE ACTION EMPLOYER

The Board does not discriminate on the basis of race, color, national origin, sex, religion or disability in employment or its activities. Any request for reasonable accommodation needed during the application process should be communicated by the applicant to Personnel.