



**TEXAS STATE BOARD
of PUBLIC ACCOUNTANCY**

William Treacy, Executive Director

www.tsbpa.texas.gov

505 E. Huntland Drive, Suite 380
Austin, Texas 78752-3757

P: (512) 305-7800

F: (512) 305-7854
(512) 305-7875

JOB VACANCY NOTICE

Job Posting No.	Number of Openings	Posting Date	Duration
504	1	05/23/2025	Until Filled
Job Title		State Classification (Salary Group)	
Legal Assistant III		B20/3576	

Starting Salary

\$5,521 – \$6,150 per month (depending on qualifications)

General Requirements

Hours worked weekly:	40	License or registration required:	No
Shift work required:	No	Job skills test required:	Yes
Travel required:	No	Agency Car Furnished:	No

Military Code: Navy - 641X LDO, Coast -SEI15, Air Force – 9G100, 86M0, 86P0

Education, Experience, and Abilities Required

Bachelor's degree from an institution of higher education accredited by an agency recognized by the U.S. Department of Education, is preferred. Experience and education may be substituted. Experience with drafting, editing and proofing correspondence and documents. Good verbal and written communication skills in dealing with colleagues and the public. Advanced organizational skills and be proficient in technology, preferably in the use of Microsoft Office Suite, and Adobe Acrobat. CTCD preferred.

Job Description

Provide general administrative & legal support to the General Counsel of the Enforcement Division, including but not limited to:

- Maintain the General Counsel's account data; complete registrations for meetings, CLE, conferences; arrange for travel; prepare travel reimbursements; other assistance as necessary.
- Review and edit letters; arrange exhibits, scan & mail correspondence; maintain electronic folder.
- Coordinate the preparation of Board meeting documents; review agendas; review draft Board Book; prepare finalized Board and committee agenda for posting to website; work with IR for smooth meetings; assist Board Members as necessary. Meeting room set-up may be required.
- Host agency meetings; monitor waiting room & chat; record, when necessary; transfer files to shared drive; provide attendance lists as needed.
- Prepare Rule Board Orders; prepare Admin Action Board Orders; review, edit BEC/TSR Board Orders; email list to presiding officer; all Board Orders to presiding officer for signature; scan Board Orders; bookmark.



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Job Description (continued)

- Prepare Board Summaries/Minutes; add admin complaint numbers; review, edit BEC/TSR summaries; circulate for attorney review; prepare minutes; maintain electronic folder.
- Provide General Counsel with master Contracts list for reviewing/editing – adjust as needed; draft contracts for approval; request Adobe Signatures after Board approval; prepare amendments as necessary; post to website; maintain electronic folder.
- Receive hard mail; log on spreadsheet; date stamp; send incoming complaints to General Counsel for approval; disperse to staff attorney.
- Process BEC/TSR referral to Litigation; submit Request to Retain with the OAG; submit filings with SOAH; coordinate with litigation attorney on case matters; arrange court reporter, when necessary; submit attorney invoices to OAG monthly; maintain electronic folder.
- Act as one of the Board's notaries, when needed.
- Post agendas to SOS; send proof of posting + Open meeting statements to staff & Board Liaisons; maintain electronic folder; executive session preparation when necessary.
- Calculate quarterly measures using prepared data sets; submit data for General Counsel's approval; send to Accounting; maintain data electronically.
- Forward Open Records requests to General Counsel; log incoming requests and responses; respond within 10 days; create/maintain folders on shared drive.
- Prepare Rules Committee agendas, draft minutes, & adopted rules letters; TXReg Submissions; download adopted Rules for staff; update Rules books; Board Orders for signature; update Adopted Rules Reports; manage Rule Review; sent agenda to interested parties; create/maintain electronic rules files
- Create list of files being transferred to the State Library; arrange files in banker boxes; create list of each box, print and place in each box; create boxes in InfoLink for pickup; update agency spreadsheet with barcode information; order/return files & boxes as needed.
- Respond to and direct telephone inquiries using Cisco Jabber and Cisco Finesse; coordinate with legal staff to ensure daily division coverage.

Monday through Friday from 8:00 a.m. to 5:00 p.m.



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Application information

To apply: Apply on workintexas.com or complete a State of Texas Application for Employment form. Email, fax, or mail the employment form and your personal resume to

Personnel Division

Texas State Board of Public Accountancy

505 E. Huntland Drive, Suite 380

Austin, Texas 78752

Fax: (512) 305-7875

Email: administration@tsbpa.texas.gov

NON SMOKING AGENCY

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.