

LEGAL ASSISTANT IV

State Classification Number – 3578/Salary Group - B21

Salary Range - \$48,278 - \$78,953

GENERAL DESCRIPTION

The Texas Judicial Commission on Mental Health (the JCMH), a commission created by the Supreme Court of Texas and the Texas Court of Criminal Appeals, is hiring a Legal Assistant to perform highly advanced (senior-level) assistant work with the Executive Director, three Staff Attorneys, and other JCMH staff to strengthen criminal and civil courts in the administration of justice for Texans with mental health challenges or intellectual and developmental disabilities (IDD) through judicial and attorney education, collaboration with mental health and IDD experts, and judicial leadership. The Legal Assistant position focuses on project management of commission meetings, events, projects, including assistance with new and updated JCMH publications and digital content. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED:

- Prepares, reviews, assembles, and edits written documents for spelling, grammar, formatting, punctuation, and readability, including summaries of meetings, abstracts, reports, legal forms, legislative synopses, correspondence, bench books, rules, regulations, policies, and procedures.
- Compiles and enters data for charts, graphs, databases, and prepares summaries or reports.
- Cite checks various documents for both form and substance.
- Communicates with judges, attorneys, staff, and other stakeholders on a wide range of projects and responsibilities.
- Coordinates large meetings, conferences, and seminars with agendas, meeting binders, and voluminous reference materials. Prepares attorneys for meetings with JCMH, Collaborative Council, committees, other stakeholders, legislators, and judges.
- Coordinates and/or performs general office duties such as: ordering and maintaining office supplies, maintaining a filing system, and answering and routing phone calls. May manage and maintain schedules and travel arrangements for attorneys.
- Oversees and/or prepares reports, memos, correspondence, presentation materials, charts, forms, and manuals. Prepares, reviews, and finalizes notices, agendas, and handouts for distribution and/or posting.

- Drafts and responds to correspondence. Manages and maintains all JCMH contact lists and updates, as necessary. Prepares and disseminates information concerning JCMH programs and procedures.
- Analyzes complex information, develops plans to address identified issues, and exercises sound judgment in making critical decisions. Works with outside companies to execute projects. This includes corresponding with printing and design companies, soliciting bids, and monitoring project progress of outside organizations.
- Assists with developing criteria, analyzing, and evaluating data to measure the effectiveness of programming in meeting goals and objectives.
- Develops and revises administrative policies, procedures, standards, and methods to manage the office more effectively.
- Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience as an office manager or assistant with state agencies, courts, or law firms. Graduation from an accredited four-year college or university with major coursework in law or a related field is generally preferred. Paralegal certification and experience preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of legal terminology, state and federal laws, rules, and regulations, research methods and techniques, administrative and court procedures, the legislative process, or JCMH functions.
- Skill in understanding and processing information, in the use of office equipment, and expertise in Microsoft Office suite, Adobe Acrobat, and Outlook. Preferable to have expertise in LexisNexis, Bluebook, Greenbook, the Manual on Usage and Style (MOUS), the Adobe suite, and/or Canva.
- High emotional intelligence, communications skills, and ability to multitask in a busy office. Ability to interact professionally with judges, JCMH Commissioners, Collaborative Council, staff members, and other stakeholders. Ability to handle multiple projects simultaneously, determine priorities, and meet deadlines.
- Ability to take initiative and effectively manage projects and coordinate deadlines for staff to meet project timelines.
- Applicants may be asked to complete tasks to demonstrate their skills.

TO APPLY:

Submit the following items, by email, to JCMH.Application@txcourts.gov

- I. [State of Texas Application](#)
- II. Cover Letter
- III. Resume
- IV. Writing Sample (optional)

Military Crosswalk: Job Class 3578

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

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