

TEXAS ETHICS COMMISSION JOB VACANCY NOTICE



Opening Date: August 1, 2019

Closing Date: Until Filled

Job Posting Number: 19-13

Work In Texas Posting Number: 5458425

Number of Vacancies: 1

FLSA Status: Exempt Non-Exempt

State Job Title: Attorney I

State Classification and Salary Group: 3501/B20

Travel Required: Yes No

Type of Job: Full Time Part Time Temporary

Salary Range: **\$60,000- \$65,000** Annual

Salary is contingent upon qualifications and is subject to salary administration and budgetary restrictions.

Division: **Enforcement**

Work Location: **Sam Houston Building, 10th Floor, 201 E. 14th Street, Austin, Texas 78701**

How to Apply: **REFER TO: Human Resources**

TELEPHONE: (512) 463-5784

E-Mail: cristina.hernandez@ethics.state.tx.us

TDD (800) 735-2989 (Relay Texas)

REMARKS (application procedure, special requirements):

- A State of Texas employment application must be completed.
- Employment applications may be obtained from the Texas Workforce Commission website at <https://twc.texas.gov/jobseekers/state-texas-application-employment>, or you may contact Human Resources at (512) 463-5784.
- Applications must be hand-delivered, mailed or e-mailed directly to the Texas Ethics Commission. Faxed applications will NOT be accepted. No résumés will be considered without a completed State of Texas Employment application.
- A writing sample must be included with the application.
- Any requests for reasonable accommodation needed during the application process should be communicated by the applicant to Human Resources.
- The Texas Ethics Commission is in a smoke-free building.

DUE TO THE HIGH VOLUME OF APPLICATIONS, WE DO NOT ACCEPT TELEPHONE CALLS. ONLY CANDIDATES SELECTED FOR INTERVIEW WILL BE CONTACTED.

THE TEXAS ETHICS COMMISSION DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES.

JOB DESCRIPTION: Performs entry-level attorney work for the Texas Ethics Commission (“Commission”) administering and enforcing state ethics laws. Work involves investigating and processing sworn complaints, conducting discovery, conducting hearings, drafting and negotiating settlements, handling telephone inquiries and providing legal guidance, conducting compliance audits, and presenting at CLE trainings. Work may also involve extensive legal research and analysis, examining and preparing legal documents, drafting agency rules and advisory opinions, and reviewing legislation. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

SPECIFIC JOB FUNCTIONS:

- Processes and investigates sworn complaint cases.
- Handles a varying amount of telephone calls and correspondence from the public and regulated community and provides legal guidance.
- Conducts discovery, including requests for production, written questions, and applications for the issuance and enforcement of subpoenas.
- Conducts or assists in conducting administrative enforcement hearings before the Commission, including preliminary review hearings and pre-hearing conferences and formal hearings subject to the Administrative Procedure Act, Texas Rules of Evidence, and Texas Rules of Civil Procedure.
- Drafts and negotiates settlements with respondents and opposing counsel.
- Advises staff and the public on legal matters and on the interpretation and application of Texas Ethics Commission laws and regulations.
- Performs legal research and prepares legal memoranda on regulatory matters, including briefs, opinions, and motions.
- Makes presentations to the Commission and the general public.
- May draft rules and notices for the *Texas Register*.
- May draft advisory opinions and update Commission legal publications.
- May research, draft, or assist in drafting bills and amendments for legislative consideration and may communicate with or testify before members and staff of the Texas Legislature.
- May conduct compliance audits.
- May assist in reviewing and processing public information requests and requesting rulings under the Public Information Act.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Minimum Qualifications:

- Graduation from an accredited law school with a J.D. (Juris Doctor) or L.L.B. (Bachelor or Laws) degree.
- Must possess a license to practice law in the State of Texas.
- Member in good standing with the State Bar of Texas.

Preferred Qualifications:

- Knowledge of the laws under the jurisdiction of the Commission.
- Litigation and/or trial experience, including moot court or mock trial experience.
- Experience in administrative law or regulatory enforcement.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent legal research and writing skills.
- Excellent interpersonal communication skills.
- Ability to conduct contested hearings.
- Strong public speaking skills.
- Ability to multi-task and work independently under moderate supervision.
- Ability to prepare briefs, conduct research, summarize findings, interpret and apply laws, use legal reference materials, and communicate effectively.
- Ability to establish and maintain harmonious working relationships with co-workers, agency staff, and external contacts.
- Ability to work effectively in a professional team environment.

REGISTRATION, CERTIFICATION, OR LICENSURE:

- Must possess a license to practice law in the State of Texas.

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:

Work is performed in a standard office environment and requires:

- Ability to remain in a seated position for long periods of time.
- Ability to lift up to 35 lbs.
- Normal cognitive abilities including the ability to learn, recall, and apply certain practices and policies.
- Marginal or corrected visual and auditory requirements.
- Constant use of personal computers, copiers, printers, and telephones.
- Ability to move about the office to access file cabinets and office machinery.
- Ability to work under deadlines, as a team member, and in direct contact with others.

WORK EXPECTATIONS:

Must be able to:

- Regularly, reliably, and punctually attend work.
- Responsibly handle sensitive and highly confidential information and situations.
- Work extended hours as necessary.
- Travel occasionally for work assignments and training.
- Show flexibility and adaptability toward changes in assignments and work schedules.
- Adhere to the agency's internal management policies and procedures.
- Exhibit work behaviors consistent with agency core values.

RELATED MILITARY OCCUPATIONAL SPECIALTY CODES:

Veterans, Reservists, or Guardsmen with a MOS or additional duties that fall in the fields of 27A Judge Advocate General, 250X Judge Advocate General Corps, LG10 or 04 Legal, 4410 Master of Law (General), and 44 Legal services or other related fields pertaining to the minimum experience requirement may meet the minimum qualifications for this position and are encouraged to apply. Additional Military Crosswalk information can be accessed at http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf

E-VERIFY:

This employer participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.