

# TEXAS ETHICS COMMISSION JOB VACANCY NOTICE



Opening Date: **February 7, 2020**

Closing Date: **until filled**

Job Posting Number: **20-05**

Work In Texas Posting Number: **13988335**

Number of Vacancies: **1**

FLSA Status:  **Exempt**  Non-Exempt

State Job Title: **General Counsel**

State Classification and Salary Group: **G023**

Travel Required: **Yes**

Type of Job:  **Full Time**  Part Time  Temporary

Annual Salary (not-to-exceed rate set by Legislature in GAA) **\$121,644**

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

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

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

**TELEPHONE: (512) 463-5784**

E-Mail: [cristina.hernandez@ethics.state.tx.us](mailto: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 Ethics Commission website at <http://www.ethics.state.tx.us/tec/jobs.htm> 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 resumes, without a completed State of Texas Employment application, will be considered.
- 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.

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 highly advanced/managerial or supervisory general counsel work involving planning and organizing work; interpreting laws and regulations; preparing legal opinions, briefs, and other legal documents; rendering legal advice and counsel; consulting with trial attorneys; and drafting bills for legislative consideration. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

**EXAMPLES OF WORK PERFORMED:**

- Advises staff and the public on the interpretation, application, and enforcement of agency laws and regulations.
- Provides legal advice on policy level decision making; advises members of the commission on the interpretation, application, and enforcement of agency laws and regulations.
- Reviews drafts of laws, rules, and regulations affecting agency operations and administration.
- Drafts and supervises the drafting of proposed rules and advisory opinions.
- Coordinates the update of agency documentation as necessary to comply with legal and regulatory changes and assures that other divisions within the agency are updated on pertinent legal issues.
- Assists in the representation of the agency with the Attorney General's Office and any outside counsel in civil actions brought by or against the agency, on all legal issues, and at functions related to assigned responsibilities.
- Works closely with all agency divisions, assuring coordination of efforts in pursuit of the goals, objectives, and mission of the agency.
- Participates in the agency's strategic planning process.
- Coordinates regulatory and administrative projects as assigned.
- Directs and oversees the managerial functions of planning, organizing, controlling, and oversight functions of the Office of General Counsel, including personnel management functions and assuring compliance with EEO/AA, ADA, and agency safety and ethics requirements.
- Directs and oversees the coordination of staffing and resource needs between the various programs of the Office of the General Counsel.
- Performs related work as assigned.

**MINIMUM QUALIFICATIONS:**

**EXPERIENCE, EDUCATION, AND LICENSURE**

- Extensive knowledge of the laws under the jurisdiction of the Texas Ethics Commission.
- Graduation from an accredited law school with a LL.B. or J.D. degree. Member in good standing with the State Bar of Texas.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Extensive knowledge of legal principles, practices, and proceedings, and of laws, regulations, and rules relating to the agency.
- Ability to analyze and solve legal problems and to interpret and apply statutes and administrative materials.
- Ability to communicate legal analysis orally and in writing; to prepare opinions and briefs; and to draft administrative rules.
- Ability to plan, assign, and supervise the work of others and to plan and organize work.
- Ability to keep up with current trends in relevant areas of law and willingness to maintain up-to-date knowledge and skills.

### **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:

- The ability to work under deadlines, as a team member, and in direct contact with others.
- Confidentiality- must be able to responsibly handle sensitive and confidential information and situations.
- 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.
- The ability to move about the office to access file cabinets and office machinery.

### **WORK EXPECTATIONS:**

Must be able to:

- Regularly, reliably, and punctually attend work.
- Work extended hours as necessary.
- 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.