

TEXAS COMMISSION ON LAW ENFORCEMENT

POSITION TITLE: General Counsel I

SALARY: \$72,886 - \$115,000

DURATION: Full-Time

CLOSING DATE: Until Filled

NUMBER OF OPENINGS: 2

LOCATION: TCOLE Headquarters - 6330 East Highway 290, Suite 200, Austin, Texas 78723

General Description

Performs moderately complex (journey-level) legal work. Work involves interpreting laws, rules, and regulations; preparing legal documents; rendering legal advice and counsel; consulting with attorneys; assisting in preparing cases for hearings or trial; drafting and negotiating contracts; and drafting bills for legislative consideration for the agency. May occasionally assist others in performing job duties of greater complexity. Works under general supervision, with limited latitude for the use of initiative and independent judgment.

Examples of Work Performed

Advises on the interpretation, application, and enforcement of agency laws and rules. Advises agency management on programs and issues involving legal risks.

Reviews laws, rules, and regulations affecting agency operations and administration.

Provides legal advice to the agency on policy decision making and identifies appropriate legal solutions.

Provides updates on pertinent legal issues affecting the agency.

Provides input on the development of agency programs and the establishment of agency procedures.

Provides guidance to agency staff, advisory committees, or the commission on various open government regulations and the agency's administrative rules.

Drafts and reviews legal documents, bills, administrative rules, and amendments for legislative consideration.

Drafts and negotiates contracts and related documents.

Attends various meetings on behalf of the agency and its governing body.

May represent the agency in cases brought before the State Office of Administrative Hearings. Interviews clients and witnesses to obtain the facts of a case.

Assists in the representation of the agency with the Office of the Attorney General in administrative, civil, and criminal actions brought by or against the agency.

Assists in the agency's strategic planning process.

May testify at hearings and trials.

Performs related work as assigned.

Experience and Education

Three years as a licensed attorney required; five years as a licensed attorney preferred. Must be a graduate of an accredited law school with a Juris Doctor degree and a member in good standing with the State Bar of Texas. Administrative law or other

legal experience representing state agencies and familiarity with Open Meetings and Public Information Act matters is preferred.

Knowledge, Skills, and Abilities

Knowledge of legal principles, practices, and proceedings; state and federal laws, rules, and regulations; and agency administrative rules and regulations.

Skill in identifying problems and reviewing related information to develop and evaluate options and implement solutions; using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems; and reconciling differences.

Ability to prepare legal documents; to prepare policies and procedures; to conduct research; to interpret and apply laws; to summarize findings; to prepare cases for trial; to conduct hearings; to communicate effectively; and to assist others in performing job duties.

Registration, Certification, or Licensure

Must be licensed as an attorney by the State of Texas.

MILITARY OCCUPATIONAL SPECIALTY CODES can be found at: <http://www.hr.sao.texas.gov/CompensationSystem/JobDescriptions>

VETERAN'S PREFERENCE: If you choose to claim veteran's employment preference including surviving spouse or orphan of a veteran as outlined by the State of Texas, you must attach a DD214 at the time your application is submitted.

FOR NEW HIRES/REHIRES: Health insurance is available the 1st of the following month after a 60-day waiting period.

TO APPLY: Application may be completed at: [Job Search \(taleo.net\)](#)

APPLICATIONS SUBMITTED THROUGH WORK IN TEXAS: Work In Texas (WIT) applicants must complete the supplemental questions to be considered for the posting. In order to complete the supplemental questions, please go to CAPPs Recruit to register or login and access your profile. Go to CAPPs Recruit to sign in (Link: <https://capps.taleo.net/careersection/407/jobsearch.ftl?lang=en>).

PLEASE NOTE: All applications must contain complete job histories, which include job title, dates of employment, name of employer, supervisor's name and phone number, and a description of duties performed. If this information is not submitted, your application may be rejected because it is incomplete. Resumes do not take the place of this required information. Candidates may be asked to participate in a skills demonstration and/or presentation. Salary is contingent upon qualifications and is subject to salary administration and budgetary restrictions.

- Complete copies of undergraduate and law school transcripts must be furnished to the divisional hiring representative at the time of the interview.
- If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Only applicants scheduled for interviews will be contacted.
- *As an equal opportunity employer, we hire without consideration to race, religion, color, national origin, sex, disability, age, or veteran status, unless an applicant is entitled to the veteran's preference.*
- *This position requires the applicant to meet Agency standards and criteria which may include passing a pre-employment background check, prior to being offered employment by the Agency.*