TEXAS DEPARTMENT OF LICENSING & REGULATION

Working title: Prosecutor
Class title: Attorney II
Posting No.: 1003-27
Opening Date: 10/07/2026
Closing Date: Open Until Filled
Location: North Campus, 1106 Clayton Ln., Austin, TX 78723
Class Code: 3503
FLSA: Professional-Exempt
Salary Group/Salary: B24, $85,000.08-$93,810.00/yr.
Division: Enforcement
Number of positions: 1

General Description

The Prosecutor performs moderately complex (journey-level) attorney work, enforcing the statutes and rules of the agency. Work involves reviewing inspection reports, which may include reviewing and analyzing indicators of human trafficking and making decisions about case resolutions; preparing legal documents; prosecuting violators in administrative proceedings before an administrative law judge; negotiating settlements; and reviewing the work of legal assistants. Work requires contact with the public and other divisions within the agency. Perform other related duties as assigned and required to maintain agency operations. Works under general supervision with moderate latitude for the use of initiative and independent judgment. Work assignments are coordinated by the Senior Prosecutor. This position reports to the Chief Prosecutor.

Essential Job Functions

- Manages a high-volume caseload that includes cases under multiple TDLR statutes.
- Reviews inspection reports, investigation reports, and data reports from agency databases, and exercises discretion based upon guidance from the Senior Prosecutor, Chief Prosecutor, and Director to decide whether violations have occurred and the manner in which cases will be resolved, including identifying possible indicators of human trafficking. Negotiates settlements. Brings cases to final resolution as expeditiously as possible.
- Researches and interprets statutes, rules, regulations, codes, indicators of human trafficking, and administrative records, and analyzes their applicability and significance in specific fact situations presented in cases.
- Prepares notices of alleged violation, notices of hearing, motions, legal briefs, case closing letters, agreed orders, emergency orders related to human trafficking, and other appropriate legal documents and correspondence related to enforcement cases.
- Represents TDLR in the formal prosecution of enforcement cases in administrative hearings before the State Office of Administrative Hearings (SOAH). Presents the testimony of witnesses and documentary evidence in accordance with the Texas Rules of Evidence and makes legally-sound oral arguments.
- Prepares exceptions to Proposals for Decision as appropriate with guidance from the Senior Prosecutor and Chief Prosecutor, and presents oral argument on contested cases to the Commission.
- Performs duties in accordance with division policies and procedures set forth by the Director, including but not limited to: the Complaint Resolution Procedures Manual, the Legal Files Procedures Manual, the Enforcement Plan, the Criminal Conviction Guidelines, and the Complaint Prioritization Schedule.
- Consults regularly with other attorneys to ensure consistency in the application of laws, rules, and enforcement policies.
- Assists in educating the regulated industries and the public by making appearances before groups and speaking about laws, rules, agency policies, enforcement actions, and indicators of human trafficking affecting the subject industries.
- Attends advisory board meetings and presents information about the activities of the Enforcement Division.
- Complies with division and/or agency training requirements.
- Demonstrates a spirit of teamwork, fosters camaraderie, offering positive and constructive ideas, encouragement, and support to other members of the staff and team, while upholding the agency's core values.
- Keeps management appropriately informed of ongoing activity and critical matters affecting the operation and well-being of the agency.
- Adheres to all TDLR Personnel Policies and performs other related duties as assigned.

Required and Preferred Qualifications

- Graduation from an accredited law school with an L.L.B. or J.D. degree is required.
- Currently licensed to practice law in the State of Texas and a member in good standing with the State Bar of Texas is required.
- One (1) year of experience as an attorney is required.
- One (1) year of litigation experience is preferred.
- Experience with regulatory enforcement or criminal prosecution is preferred.
- Experience as a staff attorney managing an enforcement case load for a state or federal agency is preferred.
- Experience as a criminal prosecutor trying misdemeanors and/or felonies is preferred.
- Experience presenting to a Board or Commission is preferred.
- Experience reviewing inspection or investigative reports is preferred.
- Experience trying cases before the State Office of Administrative Hearings (SOAH) is preferred.
- Experience in private practice as an attorney is preferred.
- Experience with personal computers including Microsoft Word, Excel, PowerPoint, Excel, Outlook, and internet research is preferred.
- Experience with computerized case management systems is preferred.
- A writing exercise may be administered to applicants selected for an interview.

Knowledge, Skills, and Abilities

- Knowledge of administrative law proceedings and concepts such as jurisdiction, notice, and due process.
- Knowledge of the Administrative Procedures Act, the Texas Rules of Evidence and Civil Procedure, the Public Information Act, the Open Meetings Act, and the laws administered by TDLR.
- Skill in the use of standard office equipment, personal computer, and applicable software, including Microsoft Word, Excel, PowerPoint, Teams, SharePoint, internet, and e-mail.
- Excellent writing skills.
- Excellent communication skills in the contexts of telephone contacts, in-person contacts, presenting cases in court, and public speaking.
- Ability to use a computer to produce legal documents, correspondence, presentations, statistical reports, and other complex documents.
- Ability to interpret, apply, and explain, orally and in writing, statutes, rules, codes, procedures, and policies.
- Ability to perform legal research.
- Ability to plan and manage multiple tasks or courses of action simultaneously and respond effectively to rapidly changing priorities in a highly visible setting.
- Ability to establish and maintain effective working relationships and provide professional, friendly, and caring customer service to all customers.

Physical and Mental Requirements

- Must be able to walk, sit, or stand for extended periods of time.
- Must be able to perform data entry and operate standard office equipment and computer software.
- Must be able to lift boxes weighing up to 20 lbs.
- Ability to handle multiple tasks and work well under pressure of deadlines.
- Specific vision abilities required by this job include close vision and distance vision, with or without glasses or contacts.
- Ability to hear a forced whisper in the better ear at 5 ft., with or without a hearing aid.

Military Occupational Specialty Codes:

Veterans, Reservists, or Guardsmen with a MOS or additional duties or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are encouraged to apply.

Additional Military Crosswalk information can be accessed at:
https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf

HOW TO APPLY

To apply for a position, you must submit your application, resumé, and TDLR agency required application questions either online through the Texas Workforce Commission's WORKinTEXAS.com website at https://www.workintexas.com ***or*** to TDLR via email at: jobs@tdlr.texas.gov by the closing date stated on the job posting. For applications submitted via email, please list the job posting title and job posting number in the subject line. Applications submitted must be received the posting's closing date. When a job posting is listed as "Open Until Filled", it is best to apply as quickly as possible, as the

posting may close or be placed on hold at any time with or without prior notification. Applications will NOT be accepted via mail, fax, or hand delivery. Incomplete applications may not be considered. If you desire an acknowledgement of the receipt of your application, you should apply via WorkInTexas and one should be auto generated by TWC. Only applicants interviewed will be notified of their selection or non-selection. All candidates recommended for IT, Lottery, and Bingo positions will be subject to an extensive criminal background investigation, including fingerprinting.

SELECTIVE SERVICE REGISTRATION
In accordance with legislation effective September 1, 1999, male candidates aged 18 to 25 are required to show proof of selective service registration (or exemption) prior to an offer of employment. Such proof is not required to be filed with an application but must be provided upon request by the Human Resources office.

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.

TDLR is not considering applications from individuals who require sponsorship for an employment visa, including those currently on student or post-graduate visas. All candidates must be approved to work in the United States by E-Verify and must present the needed documentation upon request.

TDLR IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

In compliance with the Americans with Disabilities Act (ADA), TDLR will provide reasonable accommodation. If you are scheduled for an interview and require reasonable accommodation in the 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.