



Working title: AHT (Anti-Human Trafficking) Prosecutor

Class title: Attorney III

Posting No.: 1101-26

Opening Date: 11/13/2025

Closing Date: Open Until Filled

Location: North Campus, 1106 Clayton Ln., Austin, TX 78723

Class Code: 3504

FLSA: Professional-Exempt

Salary Group/Salary: B26, \$96,756- \$111,221.88/yr.

Division: Agency Operations & Outreach

Number of positions: 1

General Description

The AHT Prosecutor performs highly complex (senior-level) attorney work primarily enforcing the department's statutes and rules of the agency which relate to its anti-human trafficking efforts. Work involves reviewing investigative reports, indicators of human trafficking, and making decisions about case resolutions; preparing and supervising the preparation of legal documents, including Emergency Orders; prosecuting violators in administrative proceedings before an administrative law judge; negotiating settlements; and overseeing the work of legal assistants assigned to the section. Provides assistance and training in the department's efforts to combat Human Trafficking. Position may travel on occasion for work-related purposes. Work is performed under limited supervision with considerable latitude for the use of initiative and independent judgment. The AHT Prosecutor is responsible to and reports directly to the Chief Prosecutor in the Anti-Human Trafficking Division. The position's location is North Campus if residing within the Austin area or eligible for remote work outside the Austin area, within Texas.

Essential Job Functions

- Responsible for handling, reviewing, and prosecuting cases involving allegations of human trafficking.
- Participates in the agency's efforts to provide awareness, support, and information related to the department's anti-trafficking efforts to other state and federal agencies, law enforcement organizations, and interested non-governmental organizations.
- Manages a high-volume caseload primarily relating to the agency's anti-human trafficking efforts but may also handle cases under the other statutes administered by TDLR.
- Reviews investigative reports, identify possible indicators of human trafficking, initial applications, and license renewal applications and decides the manner in which cases will be resolved. 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 complaints.
- Advises investigators and inspectors regarding evidentiary analysis and avenues of investigation to be pursued, and provides guidance to all Enforcement and Field Investigation staff regarding statutes, rules, and enforcement policies which relate to Human Trafficking
- Negotiates settlements of AHT enforcement cases.
- Represents TDLR in the formal prosecution of AHT 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 notices of alleged violation, notices of hearing, letters of proposed license denial, 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.
- Prepares exceptions to Proposals for Decision as needed and presents oral argument on contested cases to the Commission.
- Consults regularly with other AHT Prosecutors to ensure consistency in the application of laws, rules, and enforcement policies. Reviews work of other attorneys through a peer review process.
- Reviews drafts of laws, rules, policies, and regulations affecting agency operations, including those related to Human Trafficking.
- Assists in educating the regulated industries and the public by making appearances before groups and speaking about the Department's laws, rules, agency policies, enforcement actions, and indicators of human trafficking affecting the subject industries.
- Complies with division and/or agency training requirements.
- Demonstrates a spirit of teamwork, 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 duties as assigned.

Required and Preferred Qualifications

- Graduation from an accredited law school with a Bachelor of Law (L.L.B.) or Juris Doctor (J.D.) degree is required.
- Currently licensed to practice law in the State of Texas and in good standing with the State Bar of Texas is required.
- Three (3) years of litigation experience is required.
- Willingness to work irregular hours, evenings, weekends, and holidays as workload requires.
- Willingness to travel on occasion up to 5% for work-related purposes as required.
- **Applicants selected for an interview will need to provide a legal-related writing sample at the time of the interview. The writing sample must be a document written entirely by the applicant.**
- Experience with regulatory enforcement or criminal prosecution is preferred.
- Five (5) years of litigation experience is preferred.
- Five (5) years of experience with prosecuting Human Trafficking or Sexual Assault cases is preferred.
- Experience with personal computers to include experience with Microsoft Word, Excel, PowerPoint, Internet, and email is preferred.

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 computer and applicable software, including Microsoft Word, Excel, PowerPoint, Internet, and e-mail.
- Skill in the use of standard office equipment.
- 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 sit or stand for extended periods of time, work well in stressful situations under strict deadlines, and operate standard office equipment and computer software.

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

State of Texas applications may be submitted electronically through the Texas Workforce Commission's workintexas.com online system by the closing date stated on the job posting. Applications may also be downloaded through TDLR's website <https://www.tdlr.texas.gov/careers/> and emailed to jobs@tdlr.texas.gov. For applications submitted via email, please list the job posting title and job posting number in the subject line. Applications submitted via email must be received by 11:59 p.m. on 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 will not be considered. A resume in lieu of application will be rejected. Additionally, an application with "see resume" within the summary of experience is considered incomplete and will be rejected. Applicants are solely responsible for timely delivery of applications by the deadline. All applicants must submit a thoroughly completed application, answering all applicable questions. Applications must contain complete job histories, which includes 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.

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 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.