TEXAS DEPARTMENT OF LICENSING & REGULATION
920 Colorado, 7th Floor
Austin, Texas 78701
(512) 463-7184, Fax (512) 475-3377
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JOB POSTING- 2 POSITIONS
Office of General Counsel
Assistant General Counsel
General Counsel II
$91,677.60- $102,375 annually
$7,639.80- $8,531.25 monthly

Posting No: 0805-23 **Opening Date: 08/23/23**

Group: B27
Position: 48

Closing Date: UNTIL FILLED

The ideal candidate for this position will have some experience in Administrative Law, including rulemaking and presenting before advisory boards and committees. Because the Office of General Counsel interacts routinely with all divisions in the agency, board members and stakeholders, emphasis will also be placed on the candidate's flexibility, and demonstrated experience working collaboratively in a team environment.

Job Description

The Assistant General Counsel is selected by and responsible to the General Counsel and Deputy General Counsel and reports to the Deputy General Counsel. The Assistant General Counsel represents the Commission and Department, performing complex legal, administrative, and analytical work which involves interpreting laws and rules, preparing and/or approving legal documents, rendering legal advice and counsel, drafting complex administrative rules, and delivering accurate legal advice to the agency and/or commission to ensure prompt and effective actions involving the provision of legal services and administrative rulemaking. Work is performed under general supervision, with moderate latitude for the use of initiative and independent judgment.

Essential Duties

- Delivers effective, accurate and efficient legal advice to the agency on the interpretation, application, and enforcement of agency laws and rules. Provides legal advice to the agency on policy decision making and identifies appropriate legal solutions and input on the development of agency programs and procedures.
- Drafts and reviews complex administrative rules and policies for the statutory areas regulated by the agency.
- Represents or assists in the representation of the agency in litigation or potential litigation brought by or against the agency.
- Reviews and advises on the interpretation, application and enforcement of laws and regulations affecting Departmental administration and operations, its policies, and the policies and operations of the Commission and advisory boards.
- Prepares and/or approves final interagency contracts, documents of Department purchases, sales or leases of property, and other contractual obligations of the Department.
- Advises and provides guidance to the Texas Commission of Licensing and Regulation, the executive office, and agency staff on pending hearings and cases, bills and laws affecting the agency, open government regulations, the agency's administrative rules, ethics questions, and sensitive legal matters.
- Represents the Office of the General Counsel before the Commission, and other internal and external groups, regarding section, program and agency issues.
- Assists in the preparation and monitoring of the Department's Strategic Plan, appropriation requests, budget, and performance reports.
- Drafts and reviews bills and amendments for legislative consideration.
- May provide training on various legal issues to Commissioners and/or agency staff.
- 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 Texas Department of Licensing and Regulation Personnel Policies and performs related work as assigned.

Minimum Requirements

Graduation from an accredited law school with an L.L.B. or J.D. degree. Member in good standing with the State Bar of Texas. Five years progressively responsible experience in administrative law required. Two years experience in administrative rulemaking procedures preferred.

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of 27B- Military Judge, 04 Legal, 44 Legal Services, 51- Professional Law or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. **Additional Military Crosswalk information can be accessed at:**
http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf

Remarks

The successful candidate will have: Knowledge of general legal principles practices, and proceedings; and of laws, rules and regulations relating to TDLR; of the Administrative Procedures Act, Public Information Act, Open Meetings Act and Texas Rules of Evidence and Civil Procedure. Skill in identifying problems and reviewing related information to develop and evaluate options and implement solutions; in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems; and in reconciling differences. Skill in the use of computer and applicable software, including Microsoft Word, Excel, PowerPoint, Internet, and e-mail; and the ability to use a computer to produce legal documents, correspondence, presentations, statistical reports, and other complex documents. Skill in the use of standard office equipment. Ability to prepare legal documents; to conduct research; to interpret and apply laws; to use a common-sense approach to analyze, evaluate and summarize legal issues and findings; present legal issues, findings and recommendations in a clear and concise manner to agency personnel and other individuals; develop creative and innovative solutions to legal questions; exhibit a management style that motivates staff to levels of high productivity; and interact tactfully and effectively with internal and external customers.

Applications may be downloaded from TDLR's website https://www.tdlr.texas.gov/employ.htm.
E-mail or fax applications to: TDLR, Human Resources Office, P.O. Box 12157, Austin Texas 78711, Fax (512) 475-3377. E-mail Human.Resources@tdlr.texas.gov. **Resumes will not be accepted in lieu of State Applications. Applications not completely filled out may be rejected. Only typed applications will be considered.**

This job is not covered by the Fair Labor Standards Act (FLSA).
AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER
TDLR provides a total compensation package that enables us to attract, motivate, and retain highly skilled and talented employees, including a merit system, full use of salary ranges, performance awards, retention and recruitment bonuses.
TDLR 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.
In compliance with the Americans with Disabilities Act (ADA), TDLR will provide reasonable accommodation during the hiring and selection process for individuals with a disability. If you need assistance completing the application, contact TDLR Human Resources at 512-463-7184. If you are contacted for an interview and need accommodation to participate in the interview process, please notify the person scheduling the interview