



TEXAS DEPARTMENT OF LICENSING & REGULATION
920 Colorado, 7th Floor
Austin, Texas 78701
(512) 463-7184, Fax (512) 475-3377
Human.Resources@tdlr.texas.gov

JOB POSTING- NORTH CAMPUS
Office of General Counsel/Transparency and Accountability
Open Records Attorney
Attorney II
\$64,344- \$81,900 annually
\$5,362- \$6,825 monthly

Posting No: 0901-24

Opening Date: 09/06/23

Group: B23

Closing Date: UNTIL FILLED

Job Description

The Open Records Attorney is selected by and responsible to the General Counsel, Deputy General Counsel, and Senior Open Records Attorney and performs moderately complex legal work analyzing, processing, and coordinating the fulfillment of, and responding to public information requests submitted to the Department in compliance with the Texas Public Information Act and other privacy laws, and any applicable rules. The Open Records Attorney will assist the Deputy General Counsel and Senior Open Records Attorney with administrative and analytical work primarily involving the interpretation of the Texas Public Information Act (PIA) Chapter 552, Texas Government Code and other privacy laws including but not limited to the Texas Medical Privacy Act and the Family Educational Rights and Privacy Act, drafting agency rules and drafting and issuing requests for Office of the Attorney General Opinions and Rulings. This position may also work closely with the agency's Records Management team, perform training for the agency, and occasionally participate in public speaking events regarding PIA compliance. Based on training provided by, and under the direction of the Senior Open Records Attorney, the Open Records Attorney work is performed under general supervision with moderate latitude for the use of initiative and independent judgment. **This position is located at 1106 Clayton Ln., Austin, TX 78723**

Essential Duties

- Assists the Senior Open Records Attorney in organizing and planning the day-to-day activities of the Open Records section of the Office of the General Counsel which includes responsibility for the analysis, processing and timely fulfillment of public information requests submitted to the Department, including requests for rulings, opinions, and guidance from the Office of the Attorney General.
- Assists the Senior Open Records Attorney in coordinating and delivering effective, accurate and efficient legal advice on the interpretation, application of and compliance with the Texas Public Information Act. Coordinates and provides training to the agency on compliance with the Public Information Act and related privacy laws.
- Assists in reviewing and advising on the interpretation, application and enforcement of laws and regulations affecting Departmental administration and operations, its public information policies, and the policies and operations of the Commission and advisory boards.
- Assists the Senior Open Records Attorney in researching and preparing initial drafts of legal opinions, briefs, proposals, contract provisions, procedures, and reports related to public information and agency records.
- May represent the Office of the General Counsel before the Commission, and other internal and external groups, regarding section, program, and agency issues.
- May research and prepare initial draft of bills, bill analyses, and amendments for legislative consideration.
- May provide support to some agency regulatory programs.
- May work closely with the agency's Records Management team to coordinate and maintain a comprehensive Records Management program.
- Complies with Division and/or Agency training requirements.
- Keeps Senior Open Records Attorney and management appropriately informed of ongoing activity and critical matters affecting the operation and well-being of the agency.
- 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.

- 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. Progressively responsible experience in administrative law preferred. Work as a Public Information Officer, Open Records Attorney, or similar role where the job required knowledge of the Texas Public Information Act and privacy laws 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; of laws, rules and regulations relating to TDLR; Knowledge of the Texas Public Information Act, Texas Open Meetings Act, and Texas Administrative Procedures Act. Excellent writing and communication skills. 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 in reconciling differences. Skill in legal research, writing, and analysis; in using reasoning and logic; in identifying and solving complex problems; in prioritizing workloads; and in using judgment to identify courses of action. Skill in the use of a computer and applicable software, including MS Office applications. Ability to work collaboratively in a fast-paced team environment; to plan and organize work; and, to prepare legal documents including memoranda and briefs. Ability to conduct research; to interpret and apply laws; and, to use a common-sense approach to analyze, evaluate, and summarize legal issues and findings. Ability to present legal issues, findings, and recommendations in a clear and concise manner to agency personnel and other individuals; to develop creative and innovative solutions to legal questions; and, to exhibit a management style that motivates staff to levels of high productivity. Ability to interact tactfully and effectively with internal and external customers and assign and/or supervise the work of others.

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