

**TEXAS BOARD OF PROFESSIONAL ENGINEERS
JOB VACANCY POSTING**

ATTORNEY III

Functional/Working Title:	Staff Attorney
State Classification and Number:	Attorney III - 3503
Military Occupational Specialty Codes (MOS):	27A, 27B, 250X, 04, LGL10, 4402, 405, 4406, 4407, 4408, 4409, 4410, 51JX, 92J0
Salary and Salary Group:	B 23 – \$5,400.00 per month
Preferred Years of Experience:	5 years
Division:	Compliance & Enforcement
Review of Job Description & Responsibilities:	Annually
Immediate Supervisor's Title:	Director of Compliance & Enforcement
Job Posting No.:	460-MZS-121818
Closing Date:	Open Until Filled

NOTE: Only applicant who are interviewed will receive written notification of non-selection. During the interview process, applicants may be required to perform a writing exercise

Job Description

The Staff Attorney will perform complex legal work for the Texas Board of Professional Engineers (TBPE) including working collaboratively with the enforcement team to develop and improve processes. Duties may include reviewing enforcement case files, researching and investigating legal aspects of violations, preparation of legal briefs and documents, court filings and litigation, rulemaking, interpreting regulatory laws governing the Engineers' board, and public outreach. The ideal candidate must be able to articulate laws and rules to board members, professional engineers, engineering organizations, staff and the general public. The position will work in cooperation with the assistant attorney general who represents the Board as general counsel. The candidate must exhibit excellent interpersonal skills, adapt to working well in a team environment, be a self-starter capable of managing multiple projects and meeting deadlines while using sound professional judgment. This position requires travel up to 10 percent of the time.

The Attorney should possess:

- Graduation from an accredited law school and membership in good standing with State Bar of Texas.
- Minimum of five years' experience in legal matters and the interpretation and application of administrative rules and statutes.
- Ability to clarify rules, regulations, policies and procedures.
- Experience in enforcement issues and providing legal opinions to staff and the public.
- Experience in litigation of regulatory, administrative, evidentiary or enforcement matters.
- Knowledge of public administration operations and procedures.
- Investigative skills in regard to alleged violations.
- Exemplary oral and written communication skills.
- Excellent interpersonal skills.
- Ability to adapt to changing priorities and assignments.

Preferred qualifications include knowledge and or experience in:

- Experience in case preparation for administrative review and formal hearings.
- Preparation and presentation of cases for State Office of Administrative Hearings.
- Preparation of legal opinions, briefs, contracts, proposals, reports or other legal documents.
- Familiarity with regulatory laws and rules and Open Meetings Act.
- Experience drafting rules; preparation of bills and amendments for legislative consideration.
- Familiarity in human resources law, Public Information Act, Administrative Procedures Act, and state purchasing law.
- Prefer five years of experience in state regulatory law, engineering or other issues associated with construction and permitting.
- Experience facilitating negotiations with other agencies, professional societies and the public.

Applicants will be expected to provide transcripts, copy of licenses and certifications, writing samples or other relevant documentation including reference letters.

Other

TBPE is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status in employment or in its activities. Minorities, veterans, and disabled applicants are encouraged to apply.

Physical requirements and environmental settings: Work environment is non-smoking. While performing duties of position, must be able to work extended periods at a computer, with telephone, printer noise, overall busy with moderately high noise levels. Normal office building, common areas; may have exposure to dust and environmental allergens consistent with normal business activities and human contact.

Mostly sedentary in nature; may involve walking; standing; pulling and pushing; kneeling, stooping and bending; performing tasks requiring fine motor skills and coordination; safe lifting and may carry item weighing up to 30 pounds.

Related Military and Occupational Specialty Codes:

Veterans, Reservists, or Guardsmen with a MOS or additional duties that fall in the fields of Army – 27A – Judge Advocate General, 27B – Military Judge; Navy – 250X – SC-Judge Advocate General Corps; Coast Guard – 04 – Legal, LGL10 – Legal; Air Force – 51JX – Judge Advocate, 92J0 – Nondesigned Lawyer; Marine – 4402 – Judge Advocate, 4405 – Master of International Law, 4406 – Master of Environmental Law, 4407 – Master of Labor Law, 4408 – Master of Procurement Law, 4409 – Master of Criminal Law, 4410 – Master of Law (General), or other related fields pertaining to the minimum experience requirement may meet the minimum qualifications for this position and are encouraged to apply.

Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_EngineeringandDesign.pdf

The selected applicant must show proof of eligibility to work in the U.S. in compliance with the Immigration Reform and Control Act. Proof of eligibility to work in the U.S. will be confirmed using E-Verify. All males who are age 18 through 25 and required to register with the Selective Service must present proof of registration or exemption from registration upon hire.

IMPORTANT NOTE TO ALL APPLICANTS: Only applicants scheduled for interviews will be contacted. Should you be contacted for an interview and require reasonable accommodation, please inform the scheduling representative of such accommodation.

Must submit a complete official State of Texas Employment Application Form, Applicant EEO Data Form with original signature to TBPE Attn: Human Resources - 1917 S Interstate 35, Austin, Texas 78741. Resumes may be submitted with the State of Texas Employment Application Form.