Attorney

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
ATTORNEY I	3502	B22	$57,614 - $93,138
ATTORNEY II	3503	B24	$65,104 - $106,634
ATTORNEY III	3504	B26	$76,530 - $129,430
ATTORNEY IV	3505	B28	$92,600 - $156,612
ATTORNEY V	3506	B30	$112,047 - $189,499

GENERAL DESCRIPTION

Performs legal work involving examining and preparing legal documents, interpreting laws and regulations, rendering legal advice and counsel, consulting with trial attorneys, conducting hearings, and preparing cases for agency hearings and/or trials.

EXAMPLES OF WORK PERFORMED

Advises staff and the public on legal matters and the interpretation and application of agency regulations and state and federal laws.

Prepares legal opinions, briefs, contracts, proposals, and reports.

Conducts and/or assists in conducting administrative, regulatory, evidentiary, and enforcement hearings.

Researches points of law involved in hearings to determine the validity and completeness of cases cited.

Investigates alleged law violations and prepares reports of findings.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels. For example, an employee at level V may also perform work listed within the previous levels.

***Note**: Factors that may distinguish between journey levels include the degree of independence in performing the work, the scope of responsibility, the type of program/cases the employee supports, and the employee's related experience, education, and certifications. Other factors may include the type, nature, scope, impact and complexity of the work performed. Employees at the journey level may independently perform the full range of work listed in the examples or may assist others in that work.*

ATTORNEY I: Performs entry-level to routine (journey-level) legal work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Employees may occasionally assist others performing job duties of greater complexity.

ATTORNEY II: Performs moderately complex (journey-level) legal work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may provide guidance to others and may:

- Prepare and/or assist in preparing cases for trial and represent the agency in matters before a court as appropriate.
- Perform research for policy and process questions.

Note: *A senior-level employee (levels III-V) may serve in a lead or supervisory role; however, typically, supervisory responsibilities within this job classification series will be found at level IV or V, depending on the structure and size of the supervised workgroup.*

A senior-level employee may perform the full range of work identified in the levels preceding their own, and/or may oversee or coordinate that work for others. Factors that may distinguish between senior levels include the scope of responsibility, oversight, and authority and the nature, complexity, scope, and impact of the work performed.

ATTORNEY III: Performs highly complex (senior-level) legal work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Enforce agency regulatory provisions and prosecutes violations.
- Review drafts of laws, rules, and regulations affecting agency operations.
- Schedule hearings, interrogate witnesses, and prepare decisions on administrative appeals of decisions and rulings.
- Draft memoranda on regulatory matters and administrative rules for the *Texas Register*.
- Serve as a liaison with complainants to be represented in an administrative hearing or with their authorized representatives.

ATTORNEY IV: Performs advanced (senior-level) legal work. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Coordinate, formulate, and establish policies and procedures.
- Review drafts of bills or amendments for legislative consideration.
- Prepare subpoenas requiring the appearance of witnesses, records, and documents for hearings and civil litigations.

ATTORNEY V: Performs highly advanced (senior-level) legal work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level frequently use their specialized expertise to advise management on a variety of issues necessary to ensure consistent statewide implementation of rules, regulations and policies. Employees may oversee or work on some of the largest, most complex, or highest-profile legal matters, projects or cases, and they may resolve substantive and procedural issues.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in legal work. Graduation from an accredited law school with a Juris Doctor (JD) degree. Member in good standing of the State Bar of Texas.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- Knowledge of legal principles, practices, and proceedings; state and federal laws, rules, and regulations; and agency administrative rules and regulations.
- Skill in legal research, writing, and analysis; in the use of a computer and applicable software; in applying reasoning and logic; in identifying and solving complex problems; in prioritizing workloads; and in using judgment to identify courses of action.
- Ability to conduct hearings, to prepare opinions and briefs, to prepare cases for trial, to conduct research, to summarize findings, to interpret and apply laws, to use legal reference materials, and to communicate effectively.

Additional for Attorney III - V levels

- Ability to supervise others.

Additional for Attorney IV - V levels

- Skill in mediation and negotiations.
- Ability to plan and organize work and to advise on hearings.

REGISTRATION, CERTIFICATION, OR LICENSURE

Must be licensed as an attorney by the State of Texas in accordance with Texas Government Code, Section 81.102.