General Counsel

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
GENERAL COUNSEL I	3521	B26	$76,530 - $129,430
GENERAL COUNSEL II	3522	B28	$92,600 - $156,612
GENERAL COUNSEL III	3523	B30	$112,047 - $189,499
GENERAL COUNSEL IV	3524	B32	$135,577 - $229,295
GENERAL COUNSEL V	3525	B34	$164,048 - $277,446

GENERAL DESCRIPTION

Performs legal work involving interpreting laws, regulations, and rules; preparing legal documents; rendering legal advice and counsel; consulting with attorneys; assisting in preparing cases for hearings or trial; assisting in drafting and negotiating contracts; and drafting bills for legislative consideration for the agency.

EXAMPLES OF WORK PERFORMED

Advises on the interpretation, application, and enforcement of agency laws and regulations.

Reviews laws, rules, and regulations affecting agency operations and administration.

Provides legal advice to the agency on policy decision making.

Provides updates on pertinent legal issues affecting the agency.

Drafts and reviews legal documents, bills, administrative rules, and amendments for legislative consideration.

Attends various meetings on behalf of the agency and its governing body.

Represents the agency in cases brought before the State Office of Administrative Hearings.

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 complexity of the work, the scope of responsibility, and the employee's related experience, education, and certifications. Other factors may include the*

type, nature, scope, impact and complexity of the work; the size of the agency and/or type of program/cases the employee supports, reporting relationships, and placement in the organization. Employees at the journey level may independently perform the full range of work listed in the examples or may assist others in that work.

GENERAL COUNSEL I: Performs moderately complex (journey-level) legal work. Works under general supervision, with limited latitude for the use of initiative and independent judgment. Employees may also occasionally assist others in performing job duties of greater complexity.

GENERAL COUNSEL II: Performs 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 train, coordinate, and lead the work of others, and may:

- Advise agency management on programs and issues involving legal risks.
- Provide input on the development of agency programs and the establishment of agency procedures.
- Provide guidance to agency staff, the board, or the commission on various open government regulations and the agency's administrative rules.
- Draft and negotiate contracts and related documents.
- Interview clients and witnesses to obtain facts of a case.

Note: *A senior-level employee (levels III-V) may serve in a lead or supervisor role. Senior-level employees may perform the full range of work identified in the levels preceding their own, and/or oversee or coordinate that work for others. Factors that may distinguish between senior levels include the scope of responsibility and oversight; the nature and complexity of the work performed; the scope, nature, and impact of the assigned work; the size of the agency the employee represents, reporting relationships, and placement in the organization; and the employee's related experience, education, and certifications.*

GENERAL COUNSEL III: Performs advanced and/or managerial (senior-level) legal work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Direct and plan legal activities for the agency.
- Consult with agency management to address the legal needs of internal business operations.
- Participate in the agency's strategic planning process.
- Formulate, coordinate, and establish agency policies and procedures.
- Coordinate efforts in pursuit of the goals, objectives, and mission of the agency.
- Testify at hearings (including legislative hearings) and trials.

GENERAL COUNSEL IV: Performs highly advanced and/or managerial (senior-level) legal work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may:

- Advise the governing body of the agency on various topics requiring legal knowledge.
- Provide representation for the agency in conjunction with the Office of the Attorney General in civil and criminal actions brought by or against the agency.

GENERAL COUNSEL V: Performs highly advanced and/or managerial (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 a consistent implementation of rules, regulations and policies. Employees may also oversee or work on some of the largest, most complex, or highest-profile legal matters.

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 with the State Bar of Texas.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of legal principles, practices, and proceedings; state and federal laws, regulations, and rules; and agency administrative rules and regulations.

- 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.

- Ability to prepare legal documents, to prepare policies and procedures, to conduct research, to interpret and apply laws, to summarize findings, to prepare cases for trial, to conduct hearings, and to communicate effectively.

Additional for General Counsel II - V

- Ability to train, coordinate, and lead the work of others.

Additional for General Counsel III - V

- Ability to formulate, coordinate, and establish policies and procedures, and to supervise the work of others.

Additional for General Counsel IV - V

- Ability to oversee the drafting of legal documents.

REGISTRATION, CERTIFICATION, OR LICENSURE

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