



Attorney I

Salary Group: B21

Class Code: 3502

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
ATTORNEY I	3502	B21	\$48,278 - \$78,953
ATTORNEY II	3503	B23	\$55,184 - \$90,393
ATTORNEY III	3504	B25	\$63,104 - \$103,491
ATTORNEY IV	3505	B27	\$76,356 - \$129,137
ATTORNEY V	3506	B29	\$92,390 - \$156,256

GENERAL DESCRIPTION

Performs entry-level to routine (journey-level) legal work. Work involves examining and preparing legal documents, rendering legal advice and counsel, conducting hearings, and assisting in preparing cases for agency hearings and/or trials. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

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.

Assists in preparing cases for court trial and in representing the agency in matters before a court as appropriate.

May preside over administrative hearings to set rates, suspend or cancel permits, assess penalties, or consider related matters; to rule on procedural and evidentiary issues; to prepare proposals for decisions; and to develop administrative records.

May draft memoranda on regulatory matters and administrative rules for the *Texas Register*.

May research, draft, and/or assist in drafting bills and amendments for legislative consideration.

May provide research for policy and process questions.

May serve as a liaison with complainants to be represented in an administrative hearing or with their authorized representatives.

Performs related work as assigned.

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; of state and federal laws, rules, and regulations; and of agency administrative rules and regulations.

Skill in legal research, writing, and analysis; in the use of a computer and applicable software; in using 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.

REGISTRATION, CERTIFICATION, OR LICENSURE

Must be licensed as an attorney by the State of Texas.