



Attorney III

Salary Group: B25

Class Code: 3504

<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 highly complex (senior-level) legal work. Work involves overseeing and planning legal activities, preparing legal documents, participating in hearings, interpreting laws and regulations, and rendering legal advice and counsel. May supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Plans and organizes legal activities.

Coordinates the preparation of legal opinions, briefs, contracts, proposals, and reports.

Coordinates and hears administrative, regulatory, evidentiary, and enforcement hearings.

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

Enforces agency regulatory provisions and prosecutes violations.

Reviews drafts of laws, rules, and regulations affecting agency operations.

Schedules hearings, interrogates witnesses, and prepares decisions on administrative appeals of decisions and rulings.

Prepares cases for court trial and represents the agency in matters before a court as appropriate.

Assists in formulating, coordinating, and establishing policies and procedures.

Assists in preparing subpoenas requiring the appearance of witnesses, records, and documents for hearings and civil litigations.

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

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

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

May supervise work of others.

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, to communicate effectively, and to supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

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