



# Attorney IV

Salary Group: B27  
Class Code: 3505

<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
<b>ATTORNEY IV</b>	<b>3505</b>	<b>B27</b>	<b>\$76,356 - \$129,137</b>
ATTORNEY V	3506	B29	\$92,390 - \$156,256

## GENERAL DESCRIPTION

Performs advanced (senior-level) legal work. Work involves organizing and planning legal activities, coordinating the preparation of legal documents, coordinating and providing advice regarding various hearings, interpreting laws and regulations, and rendering legal advice and counsel. May supervise the work of others. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Organizes and coordinates legal and administrative activities.

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

Coordinates, formulates, and establishes policies and procedures.

Coordinates and advises on administrative, regulatory, evidentiary, and enforcement hearings.

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

Coordinates case preparation for court trials and represents the agency in matters before a court as appropriate.

Enforces agency regulatory provisions and prosecutes violations.

Reviews drafts of laws, rules, and regulations affecting agency operations; and bills or amendments for legislative consideration.

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

Prepares appeals of decisions and orders.

Prepares subpoenas requiring the appearance of witnesses, records, and documents for hearings and civil litigations.

May supervise the 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 or 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; in mediation and negotiations; and in using judgment to identify courses of action.

Ability to plan and organize work, to conduct and advise on hearings, to prepare opinions and briefs, to prepare cases for trial, to interpret and apply laws, 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.