



# Attorney V

Salary Group: B29

Class Code: 3506

<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
<b>ATTORNEY V</b>	<b>3506</b>	<b>B29</b>	<b>\$92,390 - \$156,256</b>

## GENERAL DESCRIPTION

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

## EXAMPLES OF WORK PERFORMED

Directs, organizes, and coordinates legal and administrative activities.

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

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

Oversees administrative, regulatory, evidentiary, and enforcement hearings.

Oversees the preparation of cases for court trials and represents the agency in matters before a court as appropriate.

Oversees the preparation of appeals of decisions and orders.

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

Enforces agency regulatory provisions and prosecutes violations.

Formulates, establishes, and reviews policies and procedures.

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.

Assists in resolving substantive and procedural issues.

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 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.