



General Counsel I

Salary Group: B25

Class Code: 3521

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
GENERAL COUNSEL I	3521	B25	\$63,104 - \$103,491
GENERAL COUNSEL II	3522	B27	\$76,356 - \$129,137
GENERAL COUNSEL III	3523	B29	\$92,390 - \$156,256
GENERAL COUNSEL IV	3524	B31	\$111,793 - \$189,069
GENERAL COUNSEL V	3525	B33	\$135,269 - \$228,775

GENERAL DESCRIPTION

Performs moderately complex (journey-level) legal work. Work involves 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. Works under general supervision, with limited latitude for the use of initiative and independent judgment.

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 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.

Assists in the agency's strategic planning process.

Assists in the representation of the agency with the Office of the Attorney General in civil and criminal actions brought by or against the agency.

Assists in drafting and negotiating contracts and related documents.

May develop appropriate legal solutions related to the implementation and monitoring of the agency's internal business operations.

May develop agency programs and establish agency procedures.

May conduct interviews to obtain facts of a case.

May advise agency management on programs and issues involving legal risks.

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; 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; using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems; and 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.

REGISTRATION, CERTIFICATION, OR LICENSURE

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