



# General Counsel III

Salary Group: B29

Class Code: 3523

| <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        |
| <b>GENERAL COUNSEL III</b> | <b>3523</b>       | <b>B29</b>          | <b>\$92,390 - \$156,256</b> |
| GENERAL COUNSEL IV         | 3524              | B31                 | \$111,793 - \$189,069       |
| GENERAL COUNSEL V          | 3525              | B33                 | \$135,269 - \$228,775       |

## GENERAL DESCRIPTION

Performs advanced and/or managerial (senior-level) legal work. Work involves directing and planning the agency's legal activities; interpreting laws, regulations, and rules; preparing legal documents; rendering legal advice and counsel; consulting with attorneys; preparing cases for hearings or trial; coordinating the drafting and negotiation of contracts; and drafting bills for legislative consideration. 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

Directs and plans legal activities for the agency.

Advises on the interpretation, application, and enforcement of agency laws and regulations.

Advises agency management on programs and issues involving legal risks.

Reviews laws, rules, and regulations affecting agency operations and administration.

Provides legal advice and opinions on policy decision making to agency management and identifies appropriate legal solutions.

Provides updates on pertinent legal issues affecting the agency.

Consults with agency management to develop appropriate solutions to the legal needs of internal business operations.

Participates in the agency's strategic planning process.

Formulates, coordinates, and establishes agency policies and procedures.

Coordinates the drafting and review of legal documents, bills, administrative rules, and amendments for legislative consideration.

Coordinates efforts in pursuit of the goals, objectives, and mission of the agency.

Coordinates the drafting and negotiation of contracts and related documents.

Testifies at hearings and trials.

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.

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; 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 formulate, coordinate, and establish policies and procedures; to conduct research; to interpret and apply laws; to summarize findings; to prepare cases for trial; to conduct hearings; 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.