



## JOB ANNOUNCEMENT

<b>General Counsel (General Counsel I)</b>		<b>JOB NUMBER</b>	<b>202309</b>
<b>APPLICATION DATES:</b>	<b>July 18, 2023</b> <b>Posted until filled</b>	<b>MONTHLY SALARY:</b>	<b>\$5258.67 -</b> <b>\$6000.00</b>
<b>LOCATION:</b>	<b>Austin, TX</b>	<b>Expected Start Date:</b>	<b>September 1,</b> <b>2023</b>

### JOB SUMMARY

Performs complex (journey-level) legal work in the Executive Division. Work involves planning and implementing legal activities, interpreting laws, regulations, and rules; preparing legal documents; rendering legal advice and counsel; drafting and negotiating contracts; and drafting rules and policies for the agency. Consults as needed within the agency. Works under the direction of the Commission and the Agency Chief.

### ESSENTIAL JOB FUNCTIONS

- Coordinates legal activities and efforts in pursuit of the agency's goals, objectives, and mission.
- Advises on the interpreting, applying, and enforcing of agency laws and regulations.
- Serves as the agency liaison with and assists the Office of the Attorney General in representing the agency in civil actions and on employment law issues.
- Provides legal counsel, reports, and guidance to commissioners and upper management on legal matters relevant to the agency.
- Reviews, drafts, and/or renders legal opinions, briefs, contracts, rules, policies, procedures, and legislation; participates in the development of federal and state legislative strategy, drafts and reviews legislative bills and amendments affecting the agency.
- Serves as the agency liaison with the Secretary of State's office; responsible for filing open meeting notices, rule actions, and miscellaneous postings in the Texas Register.
- Serves as a designated liaison and subject matter expert with private industry, vendors, other government agencies, universities, and various other entities with which the agency interacts.
- May develop appropriate legal solutions related to the implementation and monitoring of the agency's internal business operations.
- Assists in the agency's strategic planning process.
- Attends various meetings on behalf of the agency and its governing body.
- Performs related work as assigned.
- At the direction of the Executive Director/Agency Chief may testify at committee hearings during the legislative session on agency operations or as a resource witness. May also serve as a point of contact for members of the legislature with constituent issues and legislative matters of importance to the agency.
- May assist regarding media inquiries.
- At the direction of the Executive Director/Agency Chief may serve as the liaison to the Office of the Governor regarding any proposed agency rules or regulations.
- May serve as the agency's designee Officer for Public Information.
- Will ensure the Commission and the agency have complied with all laws and regulations, including the Texas Open Meetings Act and Public Information Act.

### MINIMUM QUALIFICATIONS

- Graduation from an accredited law school with an LLB or JD degree.
- Minimum of five years of experience in legal work in State Government or within a state agency.
- 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, prepare policies and procedures, conduct research, interpret, and apply laws, summarize findings, prepare cases for trial, conduct hearings, and communicate effectively.
- Professional demeanor with the ability to integrate with a small agency and interact comfortably with board members and members of the legislature and their staff.
- Ability to work a hybrid remote schedule with limited supervision.
- Ability to work more than 40 hours a week, as needed.
- Licensed to practice law in the State of Texas.
- Member in good standing with the State Bar of Texas.

### KNOWLEDGE, SKILLS, AND ABILITIES

- Extensive knowledge of legal principles, practices, and proceedings; and of state laws, regulations, and rules.
- Working knowledge of the state's legislative and rule-making processes.
- Knowledge of personal computers and software applications.
- Proficient skill in interpreting and applying laws.
- Skill in solving complex technical and managerial problems.
- Skill in planning and effectively organizing work.
- Skill in preparing cases for trial.
- Demonstrated ability to draft agency policies and procedures, regulations, bylaws, contracts, briefs, position statements, and legal responses.
- Demonstrated ability to perform complex legal research and to provide competent legal advice.

- Ability to coordinate efforts in pursuit of the goals, objectives, and mission of the agency.
- Ability to formulate, coordinate and establish policies and procedures.
- Ability to communicate effectively, both orally and in writing.

***This posting is not intended to be a comprehensive description of the position but includes the overall functions.***

#### **APPLICATION INSTRUCTIONS**

For this position, the following materials are required. Please submit them via email to **hr@tcfp.texas.gov**: \*

- 1) Letter of interest
- 2) Resume
- 3) Completed [State of Texas Job Application](#)

***The Texas Commission on Fire Protection is an Equal Opportunity Employer.*** The Texas Commission on Fire Protection does not discriminate on the basis of race, color, age, national origin, sex, religion, or disability. Applicants from underrepresented groups are encouraged to apply. Form DD-214 is required for all applicants declaring veteran status. Your application for employment with this agency may subject you to a criminal background check. *Please Note:* Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Thank you for considering employment with the Texas Commission on Fire Protection.