

Staff Attorney Job Description

Title: Staff Attorney (Attorney II-III)

Reports to: Managing Attorney

FLSA Status: Exempt

Monthly Pay: \$6,666 - \$7,500

Summary

The Board of Law Examiners is a small state judicial agency with a great working atmosphere.

The Staff Attorney represents the Board in character and fitness hearings, evaluates requests for testing accommodations, assists with public information requests, and assists with administering the Texas Bar Exam.

Character and fitness duties

- Understands and applies Rules Governing Admission to the Bar of Texas.
- Reviews adverse preliminary determinations of applicant's present good moral character and fitness. Conducts or requests follow-up investigation as needed.
- Represents the Board in character and fitness hearings. Communicates and negotiates with opposing parties, prepares exhibits, secures witnesses, maintains hearings docket and files, prepares and proposes stipulated agreements when appropriate, and drafts orders.

Requests for testing accommodations based on disabilities duties

- Understands and applies Americans with Disabilities Act to requests for testing accommodations.
- Under direction of Managing Attorney, evaluates requests for testing accommodations.
- Assists with preparation of materials for consideration by the Accommodation Review Committee and notifies applicants of outcome.

Public information requests duties

- Understands and applies Public Information Act to public information requests.
- Assists with responses to public information requests.

Other duties

- Ensures security and confidentiality of sensitive and protected information.
- Participates in staff meetings.
- Helps administer bar examination every February and July.
- Maintains relevant knowledge necessary to perform essential job functions.
- Attends work regularly in compliance with agreed-upon work schedule.
- Complies with all agency policies and procedures, including those pertaining to ethics and integrity.
- Performs other duties as assigned.

Requirements

- Texas law license in good standing.
- Ability to prepare cases for hearings, represent Board at hearings, conduct research, summarize findings, interpret and apply laws, use legal reference materials, and communicate effectively.
- Skill in legal research, writing, and analysis; in the use of a computer and applicable software; in applying reasoning and logic; in identifying and solving complex problems; in prioritizing workloads; and in using judgment to identify courses of action.
- Ability to work a flexible schedule with occasional overnight travel, including weekend and evening work associated with administering the Texas Bar Exam.
- Ability to lift 20 pounds.
- Pass a criminal background check.

To Apply

Please submit through email to Laurie Gonzales, laurie.gonzales@ble.texas.gov :

- State of Texas Employment Application, available at [The State of Texas Application for Employment](#).
- Resume
- Cover Letter