Staff Attorney
Job Description

Title: Staff Attorney (Attorney III-IV)

Reports to: General Counsel

FLSA Status: Exempt

Class Code/Salary Group: 3504/B26 - 3405/B28

Monthly Pay: $7,500 - $9,167

Telephone #: (512) 463-1621

Contact:
Celine Johnson, Staff Services Officer
Texas Board of Law Examiners
P. O. Box 13486
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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.

The Board has published a Telework Plan.

Character and fitness duties (85%)

- Understands and applies the Rules Governing Admission to the Bar of Texas.
- Reviews adverse preliminary determinations of an applicant's present good moral character and fitness. Conducts or requests additional investigation as needed.
- Prepares and presents up to four cases per month before panels of three Board members in a manner comparable to a bench trial.
- Reviews files, maintains hearings docket and hearing files, communicates with

opposing parties, prepares exhibits, prepares demonstrative exhibits, secures witnesses, reviews opposing parties' exhibits, questions witnesses, proposes and prepares agreements when appropriate, and drafts orders.

Requests for testing accommodations based on disabilities duties (10%)

- Understands and applies Americans with Disabilities Act to requests for testing accommodations.
- Under direction of General Counsel, evaluates requests for testing accommodations.
- Submits requests to independent experts for further evaluation and analysis.
- Assists with preparation of materials for consideration by the Accommodation Review Committee and notifies applicants of outcome.

Public information requests duties (2.5%)

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

Other duties (2.5%)

- Ensures security and confidentiality of sensitive and protected information.
- Participates in staff meetings.
- Helps administer the Texas bar exam 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 Board policies and procedures, including those pertaining to ethics, integrity, confidentiality, and cyber security.
- 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 orally and in writing.
- Strong advocacy and litigation skills, including direct examination, cross-examination, and demonstrative exhibits.
- Skill in legal research, writing, and analysis; applying reasoning and logic; identifying and solving complex problems; prioritizing workloads; and using

judgment to identify courses of action.

- Proficiency in the use of a computer, including typing and word processing.
- Ability to work in SharePoint, Outlook, Word, Excel, Adobe Acrobat, Jabber, and ATLAS (the system used to process bar applications).
- Ability to work overnight travel, weekends, and evenings in connection with administering the Texas bar exam.
- Ability to lift 20 pounds.
- Pass a criminal background check.

To apply

Please submit a State of Texas Application for Employment, Resume, and Letter of Interest to information@ble.texas.gov. Resumes submitted without a State of Texas application will not be considered. The State of Texas Application for Employment is available at State of Texas Application for Employment.