

Texas Board of Law Examiners
Job Vacancy Notice

Job Title: Staff Services Officer IV

Starting Annual Salary: \$51,158 – \$81,351 depending on experience

Start Date: 1/2/2026

Number of Openings: 1

Hours: 40 per week

Travel Required: 5%. Overnight travel required up to 3 weeks annually.

Contact: Laurie Gonzales

Texas Board of Law Examiners
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Summary

Manages complex (senior-level) staff services of a small state agency. Work involves planning, directing, coordinating, and performing several staff services functions such as mandatory state reporting, human resources, purchasing, training, payroll, records management, and property management. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

Primary Responsibilities

Interprets, develops, reviews, communicates, and manages administrative policies, procedures, standards, and methods and implements changes or draft recommendations of action to the Executive Director for all administrative functions of the agency.

Coordinates special projects and annual reporting within the agency, with other state agencies, and with other constituents.

Provides administrative and technical assistance to the agency's executive director and 9 board members.

First line contact for most agency communication, including phone calls, voicemails, postal submissions, and other correspondence from the public.

Assist with applicant processing, including application review, waiver management, and formal review coordination.

Oversee preparation of manuals and publications for agency, including Board meeting books and rules.

Serves on behalf of the agency as:

- Record retention manager – maintaining records inventory and conducting annual recertification process for agency.
- Risk manager - overseeing workers compensation program, filing claims and reports with State Office of Risk Management.
- Benefit coordinator – provides orientation on benefits with employees.
- Human resource director – manage human resource activities, including recruitment, training, job classification analysis, and conducting reviews and evaluations for agency.
- Exam site coordinator at bar examination once annually; meet with proctors regarding site preparation, setup and review of current exam procedures. Other duties as assigned. Work at bar examination site may require overnight travel in-state.
- Travel coordinator, including hotels, transportation, meals, and meeting logistics for staff, board, and guests traveling on behalf of the agency.

Examples of Work Performed

Responds to emails, phone calls, and other correspondence or routes to the responsible staff member(s).

Manages quarterly board meetings, including room reservations, travel accommodations, preparation and posting of agendas, board book compilation. Records and posts minutes. Adheres to Open Meetings Act.

Manages purchasing, including oversight of state-issued credit cards. Assists with annual financial audit and budget.

Reserves hotel and transportation accommodations for board members and staff for hearing panels, board meetings, and bar exams.

Processes invoices, reimbursements, and travel expense reports for payment. Maintains payment files.

Completes annual reports as required by other state agencies including budget, risk management, utility consumption, human resources, and records retention.

Processes newly received applications and supporting documents, fee waivers, and enrollment reports in BLE's proprietary application system.

Coordinate Formal Reviews for applicants who are eligible under Rule 11(f).

Process MBE and UBE score requests and application copy requests.

Manages calendars, meetings, and other scheduling activities for staff and Board members.

Draft, post, and manage job vacancy notices. Assist with interviewing, testing, and onboarding.

Process incoming and outgoing mail. Upload scanned mail to the appropriate file or route to the applicable staff member. Fold, stuff and post outgoing mail.

Plan, assign, and/or supervise the work of others.

Performs other duties as assigned.

Experience and Education

Experience in administrative management. Ability to handle high-level administrative issues; to analyze and solve work-related problems; to communicate effectively; and to plan, assign, and/or supervise the work of others. Graduation from an accredited four-year college or university with major coursework in business administration or human resources is generally preferred. Experience and education may be substituted for one another.

Knowledge and Skills Required

Knowledge of Microsoft Word, Excel, and Adobe, with ability to learn new software applications.

Duties require knowledge of principles and practices of human resource management, general office practices, and administrative procedures.

Professional oral and written communication skills and the ability to type 60 wpm are required. Visibility of work requires attention to detail, excellent organizational skills, and discretion with confidential information. Ability to plan, assign, and supervise the work of others.

Working Conditions

Working conditions are normal for an office environment, requires willingness to work flexible schedule with occasional overnight travel and weekend and/or evening work. Occasional lifting of over 20 pounds may be required.

Remarks

To apply, please submit a State of Texas application, letter of interest and resume to laurie.gonzales@ble.texas.gov. The State of Texas application is available at <https://www.twc.texas.gov/sites/default/files/busops/docs/state-of-texas-applications-e-133-twc.pdf>. Please visit our website at www.ble.texas.gov for more information. An equal opportunity employer, Texas Board of Law Examiners does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status.