



Attorney II

Salary Group: B23

Class Code: 3503

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
ATTORNEY I	3502	B21	\$48,278 - \$78,953
ATTORNEY II	3503	B23	\$55,184 - \$90,393
ATTORNEY III	3504	B25	\$63,104 - \$103,491
ATTORNEY IV	3505	B27	\$76,356 - \$129,137
ATTORNEY V	3506	B29	\$92,390 - \$156,256

GENERAL DESCRIPTION

Performs moderately complex (journey-level) legal work. Work involves planning and organizing work, interpreting laws and regulations, preparing legal documents, rendering legal advice and counsel, consulting with trial attorneys, conducting hearings, and assisting in preparing cases for agency hearings and/or trials. May provide guidance to others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Advises staff and the public on legal matters and on the interpretation and application of agency regulations and state and federal laws.

Prepares legal opinions, briefs, contracts, proposals, and reports.

Prepares and/or assists in preparing cases for court trial and in representing the agency in matters before a court as appropriate.

Conducts and/or assists in conducting administrative, regulatory, evidentiary, and enforcement hearings.

Performs research for policy and process questions.

Investigates alleged law violations and prepares reports of findings.

Assists in scheduling hearings, interrogating witnesses, and preparing decisions on administrative appeals of decisions and rulings.

Assists in planning and organizing work assignments.

May draft memoranda on regulatory matters or administrative rules for the *Texas Register*.

May research, draft, and/or assist in drafting bills and amendments for legislative consideration.

May enforce agency regulatory provisions and prosecute violations.

May serve as a liaison with complainants to be represented in an administrative hearing or with their authorized representatives.

May provide guidance to 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; of state and federal laws, rules, and regulations; and of agency administrative rules and regulations.

Skill in legal research, writing, and analysis; in the use of a computer and applicable software; in using reasoning and logic; in identifying and solving complex problems; in prioritizing workloads; and in using judgment to identify courses of action.

Ability to conduct hearings, to prepare opinions and briefs, to prepare cases for trial, to conduct research, to summarize findings, to interpret and apply laws, to use legal reference materials, to communicate effectively, and to provide guidance to others.

REGISTRATION, CERTIFICATION, OR LICENSURE

Must be licensed as an attorney by the State of Texas.