



General Counsel IV

Salary Group: B31

Class Code: 3524

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
GENERAL COUNSEL I	3521	B25	\$63,104 - \$103,491
GENERAL COUNSEL II	3522	B27	\$76,356 - \$129,137
GENERAL COUNSEL III	3523	B29	\$92,390 - \$156,256
GENERAL COUNSEL IV	3524	B31	\$111,793 - \$189,069
GENERAL COUNSEL V	3525	B32	\$122,972 - \$207,977

GENERAL DESCRIPTION

Performs highly advanced and/or managerial (senior-level) legal work. Work involves directing and planning the agency's legal activities; interpreting laws, regulations, and rules; preparing legal documents; rendering legal advice and counsel; consulting with attorneys; preparing cases for hearings or trial; advising on the drafting and negotiation of contracts; and drafting bills for legislative consideration. May supervise the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Directs and plans legal activities for the agency.

Oversees and reviews laws, rules, and regulations affecting agency operations and administration; and makes recommendations for changes.

Oversees the drafting of legal documents, bills, administrative rules, and amendments for legislative consideration.

Advises on the interpretation, application, and enforcement of agency laws and regulations.

Advises the governing body of the agency on various topics requiring legal knowledge and advice.

Advises agency management on programs and issues involving legal risks.

Advises on the drafting and negotiation of contracts and legal documents.

Provides legal advice and opinions on policy decision making to agency management and identifies appropriate legal solutions.

Provides updates on pertinent legal issues affecting the agency.

Provides representation for the agency with the Office of the Attorney General in civil and criminal actions brought by or against the agency.

Consults with agency management to develop appropriate solutions to the legal needs of internal business operations.

Participates in the agency's strategic planning process.

Formulates, coordinates, and establishes agency policies and procedures.

Coordinates efforts in pursuit of the goals, objectives, and mission of the agency.

Testifies at hearings, trials, and legislative hearings.

May supervise the work of 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, regulations, and rules; and of agency administrative rules and regulations.

Skill in identifying problems and reviewing related information to develop and evaluate options and implement solutions; in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems; and in reconciling differences.

Ability to prepare legal documents; to formulate, coordinate, and establish policies and procedures; to conduct research; to interpret and apply laws; to summarize findings; to prepare cases for trial; to conduct hearings; to communicate effectively; and to supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

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