

Texas State Securities Board



ATTORNEY II JOB POSTING #15-21

POSTING DATE: April 30, 2021

CLOSING DATE: Until Filled

LOCATION: 208 East 10th Street, 5th Floor
Austin, Texas 78701-2407

DIVISION: General Counsel

MONTHLY SALARY: \$5,833.33 **CLASS CODE:** 3503

DURATION: Regular/Full-Time

FLSA EXEMPT: Yes

HOURS: 40

TRAVEL REQUIRED: Yes, up to 5%

TEXAS DRIVERS LICENSE REQUIRED: Yes

JOB DESCRIPTION:

- Works with the attorneys in the General Counsel Division to provide legal advice to agency staff, including assisting staff in drafting, reviewing, and updating policies and procedures and forms and updates to the Employee manual.
- Rulemaking: assists in developing and drafting regulations and preparing filings with the *Texas Register*.
- Conducts or assists with legal research, including analysis of legislation, legislative history, and statutory and case law impacting agency operations; monitoring bills and reporting on Texas legislative matters, rulemaking by other agencies, and proceedings affecting the agency; employment issues and contracting; and other topics relevant to agency operations.
- Receives and processes routine and complex Texas Public Information Act (TPIA) requests in accordance with the TPIA, includes copying and scanning records and drafting related correspondence; research Texas Attorney General opinions; prepares, reviews, drafts, and edits briefs to be filed with the Office of the Attorney General related to TPIA requests; prepares and files monthly TPIA reports for the Agency.
- Participates in the development and delivery of training to staff on the TPIA, ethics, records retention and the Texas Securities Act, and updates training materials as needed.
- Attends Board meetings and prepares drafts of meeting minutes and other materials for Board review.
- Proofreads and edits legal and administrative documents; organizes, maintains, and updates internal databases; distributes electronic publications.
- Reviews press releases and website content for accuracy and clarity, includes some basic website editing and posting using Drupal (training provided) and electronic notices to subscribers using GovDelivery/Granicus.
- Works overtime (more than 40 hours per week) when necessary, to complete time-sensitive work (mainly during the biennial legislative session or in connection with PIA requests).
- Complies with division and/or agency training requirements and maintains relevant knowledge necessary to perform essential job functions.
- Attends work regularly in compliance with agreed-upon work schedule.
- Prioritizes and independently manages and handles multiple competing tasks with varying priorities and deadlines.
- Works collaboratively with others, and works independently while maintaining a professional, courteous demeanor.
- Maintains confidential and sensitive information.
- Complies with all agency policies and procedures, including those pertaining to attendance, ethics, and integrity; and
- Performs other work as assigned.

This position will require work to be performed primarily in person at the Agency's Austin office. Working from home arrangements may be permitted on a limited basis after six (6) months of continuous employment if certain conditions are met.

MINIMUM QUALIFICATIONS (License, Education, Experience):

The minimum qualifications require graduation from accredited law school with J.D. Degree, a license to practice law in Texas, and a member in good standing with the State Bar of Texas. At least 6 months of full-time legal experience as a licensed practicing attorney, law clerk or legal intern. Other minimum qualifications include the following:

- Skill in using a computer for word-processing and legal research.
- Skill in effective oral and written communication.
- Skill in conducting effective research.
- Ability to handle stressful situations.
- Ability to receive and respond positively to constructive feedback.
- Ability to work cooperatively with others in a friendly and collegial manner in a professional office environment.
- Ability to work under pressure and meet deadlines.
- Ability to provide excellent customer service.
- Ability to obtain and maintain a valid driver's license.
- Ability to work more than 40 hours as needed.

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge and experience with open records laws and processing of TPIA requests; Texas and/or federal legislative process; securities regulation or the securities industry. Recent (within the past 4 years) legal experience in any or all these areas.

HOW TO APPLY (Application procedure, Special requirements):

To be considered for this position, you must submit **(1)** a completed standard state application, **(2)** a State Securities Board "Supplement To Application For Employment," **(3)** a copy of your law school transcripts, **(4)** a resume, and **(5)** a writing sample (limited to no more than 10 pages), and a cover letter describing the origin and purpose of the writing sample, including, if applicable, how it is relevant to the position. A writing sample which includes original legal analysis and that is relevant to the duties and responsibilities of the position is preferred. Applications must contain complete job histories, including volunteer positions and paid or unpaid internships/externships through school or otherwise, even if not related to the position, which includes job title, dates of employment, name of employer, supervisor's name and phone number, and a description of the duties performed. You are also encouraged to include a letter of interest to explain, clarify or highlight how your background, education, training, and experience relate to the duties and responsibilities of the position, job description, minimum qualifications, and preferred qualifications. Applications and the Supplement form may be downloaded from the Agency website at <https://www.ssb.texas.gov>. The preferred method to submit completed applications, along with the Supplement, transcripts, writing sample, letter of interest, and resume is via email at human.resources@ssb.texas.gov. You may also mail to Human Resources, State Securities Board, P.O. Box 13167, Austin, Texas 78711-3167, or fax to 512-305-8327. Resumes will not be accepted in lieu of a standard state application. Applicants to be interviewed will be contacted by the Agency. Applications accepted for this position only.

PLEASE NOTE: All applications must be complete, including job title, history, dates of employment, name of employer, supervisor's name and phone number, and a description of duties performed. Failure to submit this information on your application is considered incomplete and may be rejected. Resumes do not take the place of this required information.

Veterans, Reservist, or Guardsmen with an MOS or additional duties pertaining to the minimum experience requirements may meet the minimum qualifications for this position.

[Military Crosswalk for Occupational Category - Legal \(texas.gov\)](#)