

Texas State Board of Dental Examiners
333 Guadalupe, Suite 3-800
Austin, Texas 78701
512-463-6400 phone; 512-463-7452 fax
<http://www.tsbde.texas.gov>

STAFF ATTORNEY

Position: Attorney I to II Full time (40 hrs/wk)	Salary: \$4,000.00 - \$4,834.00 per month (\$48,000 - \$58,008 annually)
Classification Number: 3501 or 3502 Group: B20 or B21	Posting Date: October 16, 2015
Listing Number: 5041603 FLSA Status: Exempt Number of Openings: 1	Closing Date: Until Filled Start Date: November 9, 2015
Contact: Aisha Vaz; hr@tsbde.texas.gov ; (512) 475-0975	

DESCRIPTION OF DUTIES:

This job description is not an employment agreement or a contract. Management has the exclusive right to alter this job posting or job description at any time without notice.

The Texas State Board of Dental Examiners (TSBDE) is the state agency that regulates the practice of dentistry in Texas. As of September 1, 2015, the agency is authorized to employ 58 FTEs and has 15 board members. Because the TSBDE is a small agency, all employees must exhibit a spirit of teamwork and cooperation and be willing to assist in any agency work activities as necessary.

The Staff Attorney is a team member of the Legal Division and will work under the supervision of the General Counsel, with minimal to limited latitude for the use of initiative and independent judgment. The Staff Attorney will perform entry-level to journey-level attorney work. Specifically, the Staff Attorney will examine and prepare legal documents, render legal advice and counsel, consult with licensees and opposing counsel, and assist in preparing and prepare cases for trial.

The successful candidate will be a team player who takes responsibility to ensure that all assigned activities are performed quickly, accurately, and in compliance with all applicable state and federal rules, regulations and requirements and that all legal documents are properly created and maintained. Full-time employment (40 hours per week) is required.

EXAMPLES OF WORK PERFORMED:

- Reviews complaints received by the Board to determine jurisdiction and recommend investigative action.
- Reviews licensure applications to assess consequences of criminal history. Prepares settlement documents related to initial and renewal licensure. Represents the Board in hearings before the State Office of Administrative Hearings in applicant appeals of licensure denials.
- Reviews complaint files to assess evidence and recommend an appropriate resolution for each case.
- Prepares for informal settlement conferences and negotiates settlement of complaints.
- Prepares or assists in preparing cases for administrative hearing and in representing the agency in matters before the State Office of Administrative Hearings.

- Advises staff and the public on legal matters and the interpretation and application of agency regulations and state and federal laws.
- Prepares legal opinions, briefs, proposals, and reports.
- May draft memoranda on regulatory matters and draft administrative rules for the *Texas Register*.
- May draft or assist in drafting bills and amendments for legislative consideration.
- May provide research for policy and process questions.

MINIMUM QUALIFICATION REQUIREMENTS:

EDUCATION: Graduation from an accredited law school with a Bachelor of Laws (LL.B.) or a Juris Doctor (J.D.) degree. Member in good standing with the State Bar of Texas.

KNOWLEDGE, SKILLS, & ABILITIES:

- Ability to review a file and summarize findings, conduct research, interpret and apply laws, assess case strengths and weaknesses, prepare cases for hearing, use legal reference materials, prepare briefs, and communicate effectively, both verbally and in writing.
- Knowledge of legal principles, practices, and proceedings and of laws, regulations, and rules related to the agency.
- Skill in using reasoning and logic; identifying and solving complex problems; prioritizing workloads; and using judgment to identify courses of action.
- Strong attention to detail.
- Skill in using a computer and applicable software.
- Ability to work effectively and independently in a dependable and organized manner in order to meet various deadlines.
- Ability to work cooperatively with others in a team environment.

The following Military Occupation Specialty (MOS) codes are generally applicable to this position: 27A, 27B, 250X, LGL10, 04, 4402, 4405, 4406, 4407, 4408, 4409, 4410, 51JX, 92J0, 27, 44, 51, RI. Applicants must fully complete the summary of experience on the State of Texas Application to determine if minimum qualifications are met.

OTHER: Normal office environment in downtown Austin office location. Tobacco-free work environment. Work hours are normally 8:00 AM – 5:00 PM, Monday through Friday. Some overtime may occasionally be required. Travel out of Austin may occasionally be required.

In compliance with House Bill 2559 agencies that hire a person who is retired from the Employees Retirement System (ERS) on or after September 1, 2009 are required to remit a surcharge of 9.5% each month the return-to-work retiree is employed. Selected candidates meeting this requirement will be offered a base salary 9.5% lower to cover this surcharge.

To Apply: Applicants must submit official State of Texas Employment Application (see <http://www.twc.state.tx.us> for download). Applications may be emailed to hr@tsbde.texas.gov, mailed to 333 Guadalupe, Suite 3-800, Austin, TX 78701 or faxed to (512) 305-6737. Applicants may submit a resume in addition to the official State of Texas Employment Application but the resume may NOT be substituted for the official State of Texas Employment Application. Selected applicants will be notified regarding interviews. If an accommodation is needed, please call Aisha Vaz at 512-475-0975.

The Texas State Board of Dental Examiners (TSBDE) is an Equal Opportunity/Affirmative Action/ADA employer. The Board's employment positions are covered by the Fair Labor Standards Act (FLSA). TSBDE does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status. Non-exempt employees in jobs covered by FLSA who actually work in excess of 40 hours per week in a workweek receive time off at a time-and-one half rate as the primary method of compensation in lieu of cash payment. TSBDE is an E-Verify participant.