



## OFFICE OF COURT ADMINISTRATION

David Slayton  
Administrative Director

### JOB VACANCY NOTICE

**Posting Date:** June 14, 2017

**Closing Date:** Until Filled

**Job Listing Identification Number:** 00000519

**State Class. No. and PayGroup:** 3504/B25

**State Job Title:** Attorney IV

**FLSA Status:**  Exempt  Non-Exempt

**Agency Job Title:** Assistant General Counsel

**Location:** Austin, Texas

**Monthly Salary Range:** \$6,250.00 – \$6,666.00

**Type of Job:**  Full Time  Part Time

**Remarks:** Salary commensurate with experience.

**Travel Required:**  Yes  No (May be required to travel occasionally -- less than 3%)

#### Job Description:

Performs highly complex legal work for the Office of Court Administration (OCA), a state agency in the judicial branch. Work involves preparing legal documents and resource materials; interpreting laws and regulations; assisting in drafting and negotiating contracts; and rendering legal advice and counsel. Works under limited supervision from OCA's general counsel, with considerable latitude for the use of initiative and independent judgment in performing the assigned duties.

#### Essential Job Functions:

- Reviews and analyzes laws, rules, and legal opinions that affect court and agency operation and administration.
- Provides advice to the agency and judicial boards and commissions on the interpretation, application, and enforcement of agency laws and regulations and other laws and issues that affect the judiciary.
- Drafts and reviews legal opinions, documents and reports.
- Researches legal issues and provides written and oral information to judicial personnel including judges, clerks, court administrators, and court coordinators.
- Assists agency staff and client judicial entities with negotiating, drafting, and administering contracts and grants.
- Updates and maintains county and district clerk manuals and other judicial resource materials maintained on the agency's website.
- Serves as main point of contact for inquiries from court clerks and the public related to civil litigation matters, court costs and issues affecting the judiciary.

- Maintains agency records retention schedule and counsels/trains agency staff on records retention laws and compliance.
- Counsels agency and external judicial personnel on vexatious litigant laws and procedures and responds to written and telephone inquiries concerning vexatious litigant matters.
- May train judges, clerks, court administrators and court coordinators regarding issues affecting the courts.
- May analyze or draft legislative bills or amendments and prepare fiscal notes.
- Performs related work as assigned and complies with all OCA policies.

**Minimum Qualifications:**

- Graduation from an accredited school of law.
- License to practice law in the State of Texas and member in good standing with the State Bar of Texas.
- Five years of relevant full-time legal experience as a licensed attorney, with at least three years in state government.
- Knowledge of legal principles, practices, and proceedings of state and federal laws, regulations, and rules.
- Knowledge of civil law and procedure.

**Preferred Qualifications:**

- Knowledge of and experience working with judicial or state administrative agencies/boards.
- Knowledge of civil procedure and court operations.

**Employment Conditions:**

- Must sit for extended periods of time.
- May operate a motor vehicle to conduct agency business.

**Note:**

The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met.

27A, 250X, LGL10, 04, 4402, 4410

Additional Military Crosswalk information can be accessed at

[http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_Legal.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf)

**To Apply:**

Submit a complete application through CAPPs Recruit at this link

<https://capps.taleo.net/careersection/ex/jobdetail.ftl?job=00000519&tz=GMT-05%3A00> . Applications must be complete, including start and end dates of work experiences. Resumes may accompany applications in CAPPs but will not be accepted in lieu of completed applications. Following a screening

of applications, interviews of qualified applicants who have submitted a **completed state application** will be scheduled. Only applicants interviewed will be notified of their selection or non-selection.

An applicant's response to the question regarding Former Foster Youth on the state application is optional if you are applying for employment with the Office of Court Administration.

The Office of Court Administration is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated to Human Resources. 1-800-RELAY TX (for hearing impaired).

The Office of Court Administration participates in E-Verify and will provide the Social Security Administration, and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization. Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.