

Texas State Board of Dental Examiners
1801 Congress Ave, Ste. 8.600
Austin, Texas 78701
512-463-6400 phone; 512-463-7452 fax
<http://www.tsbde.texas.gov>

STAFF ATTORNEY I-II

Position: Attorney I-II Full time (40 hrs/wk)	Salary: \$5,950 to \$6,333.33 per month \$71,400 to \$76,000 annually
Classification Number: 3502-3503 Group: B22 – B24	Posting Date: March 28, 2024
Listing Number: 504-24-007 FLSA Status: Exempt Number of Openings: 1	Closing Date: Until Filled
Contact: Human Resources at hr@tsbde.texas.gov	

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. The agency is authorized to employ 59 FTEs and has 11 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 direct 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:

- Review complaint files to assess evidence and recommend appropriate resolution.
- Prepare for informal settlement conferences and negotiate settlement of complaints.
- Prepare or assist in preparing cases for administrative hearing and in representing the agency in matters before the State Office of Administrative Hearings.
- Advise staff and the public on legal matters and the interpretation and application of agency regulations and state and federal laws.
- Prepare legal opinions, briefs, proposals, and reports.
- 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. Must be a member in good standing with the State Bar of Texas.

EXPERIENCE: Attorney I – at least one year of experience in legal work in administrative law or litigation is required. Attorney II – at least two years of experience in legal work in administrative law or litigation is required.

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.

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. Remote work is available.

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.

Military Crosswalk Information can be accessed at

<http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MilitaryCrosswalkGuide.pdf>

To Apply: Applicants must officially submit State of Texas Employment Application (see <http://www.twc.state.tx.us> for download). Or applications may be emailed to hr@tsbde.texas.gov, mailed to 1801 Congress Ave, Suite 8.600, Austin, TX 78701. 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 Human Resources at 512-305-7378.

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.