

**Texas State Board of Dental Examiners**  
**1801 Congress Ave, Ste. 8.600**  
**Austin, Texas 78701**  
737-363-2320 phone; 512-649-0797 fax  
<http://www.tsbde.texas.gov>

**STAFF ATTORNEY III**

<b>Position: Attorney III</b> Full time (40 hrs/wk)	<b>Salary: \$6,377.50 to \$7,262.50 per month</b> \$76,530 to \$87,150 annually
<b>Classification Number: 3504</b> <b>Group: B26</b>	<b>Posting Date:</b> July 23, 2025
<b>Listing Number: 504-26-001</b> <b>FLSA Status: Exempt</b> <b>Number of Openings: 1</b>	<b>Closing Date:</b> Until Filled
<b>Contact:</b> Human Resources at <a href="mailto:hr@tsbde.texas.gov">hr@tsbde.texas.gov</a> ;	

**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 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.
- Conducts and/or assists in conducting administrative, regulatory, evidentiary and enforcement hearings.
- May provide research for policy and process questions.
- Enforce agency regulatory provisions and prosecutes violations.

- Review drafts of laws, rules and regulations affecting agency operations.
- Schedule hearings, prepare witnesses, and prepare decisions on administrative appeals of decisions and rulings.
- Draft memoranda on regulatory matters and administrative rules for the *Texas Register*.
- Serve as liaison with complainants to be represented in an administrative hearing or with their authorized representative.
- Performs other duties as assigned.

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

**EXPERIENCE:** At least two years of experience in legal work in administrative law or litigation is required.

#### **KNOWLEDGE, SKILLS, & ABILITIES:**

- Knowledge of legal principles, practices, and proceedings; state and federal laws, rules, and regulations; and agency administrative rules and regulations.
- Skill in legal research, writing, and analysis; in the use of a computer and applicable software; in applying reasoning and logic; in identifying and solving complex problems; in prioritizing workloads; and in using judgment to identify courses of action.
- Ability to conduct hearings, to prepare opinions and briefs, to prepare cases for trial, to conduct research, to summarize findings, to interpret and apply laws, to use legal reference materials, and to communicate effectively.
- 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.

**TELECOMMUTING:** Internet connection must be broadband cable with at least 50M down and 20M up or better. Speedtests can be run to determine if you meet this requirement. (<https://www.speedtest.net/> or <https://speedtest.att.com/speedtest/>)

**BENEFITS:** <https://tsbde.texas.gov/78i8ljhbj/2024-state-agency-recruitment.pdf>

Military Crosswalk Information can be accessed at  
[https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_Legal.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.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](mailto: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 737-363-2296.

**SELECTIVE SERVICE REGISTRATION:**

In accordance with legislation effective September 1, 1999, male candidates aged 18 to 25 are required to show proof of selective service registration (or exemption) prior to an offer of employment. Such proof is not required to be filed with an application but must be provided upon request by the Human Resources office.

**E-VERIFY:**

This employer participates in E-Verify and will provide the Social Security Administration (SSA) and if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

*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.*