

Texas State Board of Dental Examiners
1801 Congress Avenue, Suite 8.600
Austin, Texas 78701
737-363-2296 phone; 512-649-0797 fax
www.tsbde.texas.gov

LITIGATION MANAGER (ATTORNEY III-IV)

Position: Litigation Manager (Attorney III-IV) Full time (40 hrs/wk)	Salary: \$7,500 to \$7,916.67 per month \$90,000 to \$95,000 annually
Classification Number: 3504-3505 Group: B26 – B28	Posting Date: November 21, 2025
Listing Number: 504-26-006 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 Litigation Manager is a team member of the Legal Division and will work under the supervision of the General Counsel and Assistant General Counsel, with latitude for the use of initiative and independent judgment. The Litigation Manager will perform senior-level attorney work. Specifically, the Litigation Manager will supervise four staff attorneys by reviewing their work product and ensuring they are prepared to represent the agency at the State Office of Administrative Hearings (SOAH). The Litigation Manager will also 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 Litigation Manager will integrate the staff attorneys' litigation caseload with their other deadlines and responsibilities.

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:

- Supervise four staff attorneys.
- Review complaint files to assess evidence and recommend appropriate resolution.
- Prepare or assist in preparing cases for administrative hearings and in representing the agency in matters before SOAH.
- 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: At least three years of experience in legal work in administrative law or litigation is required.

KNOWLEDGE, SKILLS, & ABILITIES:

- Ability to supervise others.
- 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.

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/78i8ljhb/2024-state-agency-recruitment.pdf>

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
https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf

To Apply: Applicants must officially submit State of [Texas Employment Application](#). Or applications may be emailed to hr@tsbde.texas.gov or 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. TSBDE is an E-Verify participant.