



OFFICE OF COURT ADMINISTRATION

David Slayton
Administrative Director

JOB VACANCY NOTICE

Posting Date: November 24, 2015

Closing Date: Until filled

Job Listing Identification Number: OCA-212-16-22

State Classification Number/Salary Group:
3505/B27

State Job Title: Attorney V

FLSA Status: Exempt Non-Exempt

Agency Job Title: Assistant General Counsel

Location: Austin, Texas

Monthly Salary Range: \$6,363.00 – \$7,400.00

Type of Job: Full Time Part Time

Remarks: Salary commensurate with experience.

Travel Required: Yes 10-20% No

Job Description: Performs advanced legal work for the Office of Court Administration (OCA), a state agency in the judicial branch. Work involves interpreting laws, regulations and rules; preparing legal documents and materials; training judges, clerks and court administrators; and reviewing and drafting proposed legislation. Works under minimal 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:

- Serves as team lead in the planning, development and preparation of legal materials and resources regarding issues affecting the trial courts and their clerks. Examples of materials to be developed are the model jury summons & questionnaire, standard felony judgment forms, and court costs and fees charts.
- Trains judges, clerks, court administrators and court coordinators regarding issues affecting the courts.
- Drafts and reviews legal opinions, documents and reports regarding trial court and agency operations.
- Reviews and analyzes laws, rules and legal opinions that affect court and agency operations.
- Provides advice to the agency and judicial boards and commissions regarding laws and issues that affect the judiciary.
- Serves as a resource to judges and clerks regarding the interpretation of laws and issues affecting trial courts.
- Drafts and reviews bills and amendments for legislative consideration, assists with fiscal note preparation, and monitors legislative activities affecting OCA and the judiciary.
- Advises agency staff on legal matters and the interpretation and application of laws and rules.
- Performs related work as assigned.

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.
- Knowledge of legal principles, practices, and proceedings of state and federal laws, regulations, and rules.
- Knowledge of criminal law and procedure.
- Five years of relevant full-time legal experience as a licensed attorney.

Preferred Qualifications:

- Knowledge of and experience working with judicial or state administrative agencies/boards.
- Experience providing training on legal matters.

Employment Conditions:

- Must sit for extended periods of time.
- Valid Texas driver's license required to 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 experience to determine if minimum qualifications are met.

27A, 250X, LGL10, 04, 4402, 4410 51JX and 92JO

Additional Military Crosswalk information can be accessed at

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf

Send a completed State of Texas Application for Employment to: Human Resources, Office of Court Administration, 205 W. 14th Street, Suite 600, Tom C. Clark Building, Austin, Texas 78701, fax to 512/463-1648 or email to ocajobs@txcourts.gov. State applications are available on the Internet at WorkinTexas.com. Resumes may accompany applications but will not be accepted in lieu of a completed application. Following a screening of applications, interviews of qualified applicants who have sent in a **completed state application** will be scheduled.

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 national origin, sex, religion, age or disability in employment or 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 by the applicant to the Office of Court Administration's Human Resources Officer, at 512/936-1611.