

**TEXAS STATE BOARD OF PLUMBING EXAMINERS (TSBPE)  
JOB VACANCY ANNOUNCEMENT**

**Attorney III**

**929 East 41<sup>st</sup> Street  
Austin, TX 78751**

<b>Job Title:</b>	Attorney III	<b>Closing Date:</b>	Open Until Filled or Closed
<b>Class Code/Salary Group:</b>	3504/B25	<b>FLSA Status</b>	Non-Exempt
<b>Posting Number:</b>	09/20-456-03	<b>Schedule</b>	Full-Time
<b>Reports to:</b>	Executive Director	<b>Division:</b>	Enforcement
<b>Annual Salary:</b>	\$5258.66 to \$6941.50/month	<b>Travel:</b>	5%
<b>Benefits:</b>	Excellent benefits provided; numerous elective benefits are available plus convenient location with free parking.		

**GENERAL DESCRIPTION**

**Attorney III** represents a state regulatory agency with 38 FTEs. Performs moderately complex attorney work. Involves planning and organizing work, interpreting laws and regulations, preparing legal documents, rendering legal advice and counsel, consulting with trial attorneys, conducting hearings and assisting in preparing cases for trial. Works under the general supervision of the Executive Director with moderate latitude for the use of initiative and independent judgment. Attendance and punctuality are required work attributes, must maintain an 87% attendance and punctuality rate based on an average 50-week work year and adheres to their assigned schedule including shift start/end times, breaks and lunches.

The following Military Occupation Specialty (MOS) codes are generally applicable to this position: Army: 36B, 89A, 36A, 70C, 36, 89, 70. Navy: LS, 310X, 651X, 751X, SK, 420, 020, 30, 31, 32, FIN10. Marines: 3451, 3402, 3404, 3408, 8844, 34, 88. Air Force: 6F0X1, 654A, 6SFX, 65WX, 6F, 6S.

Additional Military Crosswalk information can be accessed at:

[http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf)

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

**ESSENTIAL JOB FUNCTIONS**

- Provide excellent, friendly, courteous and professional service to the public and agency employees.
- Assists in the coordination of the activities of the Enforcement Department internally and with the Office of the Attorney General.
- Pursues administrative enforcement in assigned cases. More specifically, propounds and answers discovery, interviews witnesses, prepares witnesses for depositions, prepares to take depositions, works with opposing counsel and the assigned administrative law judge on prehearing schedule.
- Conducts or assists in conducting administrative hearings before the State Office of Administrative Hearings (SOAH) and TSBPE Enforcement Division.
- Determines the order of presentation of evidence, documentary and testimonial, prepares to successfully introduce documentary evidence, prepares to present witnesses on direct and re-direct and to cross-examine witnesses presented by the opposing party, provides briefing and argument to the assigned administrative law judge.

- Drafts and posts memoranda on regulatory matters and administrative rules for posting in Texas Register.
- May research, draft, or assist in drafting documents for legislative consideration.
- May serve as a liaison with complainants to be represented in an administrative hearing or with their authorized representatives.
- Maintain knowledge of all phases of plumbing and plumbing codes and the Plumbing License Law.
- Serve as primary office staff counsel.
- Some travel may be required.
- Perform related work/other duties as assigned.

#### **MINIMUM QUALIFICATIONS**

- Member in good standing with the State Bar of Texas. Current license in good standing to practice law in the State of Texas is required.
- Graduation from an accredited law school with a Bachelor of Law (LL.B.) or a Juris Doctor (J.D.) is required.
- At least three years combined full-time experience.
- Possess and maintain a valid Texas driver's license and acceptable driving record.
- Be able to work flexible hours and days, including some weekends, if required.
- Demonstrate the ability to develop a thorough understanding of the TSBPE mission and how it is accomplished, the Plumbing License Law, Board Rules and plumbing codes adopted by the State.
- Must demonstrate proficiency using a computer, Microsoft Word, Excel, Power Point, Adobe and email programs, and be able to maintain electronic files.
- Possess, demonstrate and work with a positive, assertive attitude and excellent communication and interpersonal skills for dealing in a professional and ethical manner with the public, coworkers and other entities.
- Ability to handle stressful situations, and to receive and respond to constructive feedback.
- Demonstrate dependability and a good record of promptness and attendance in previous work history.
- Prior to employment, the applicant must be divested of any conflict of interest, including any financial or advisory interests in any plumbing company.

#### **KNOWLEDGE SKILLS & ABILITIES**

- Knowledge of legal principles, practices, and proceedings; and of laws, regulations and rules related to the plumbing industry and the State.
- Knowledge of general regulatory procedures related to Administrative Law
- Skill in legal research, writing and analysis.
- Ability to conduct hearings, prepare opinions and briefs, prepare cases for trial, summarize findings, interpret and apply laws, use legal reference materials and communicate effectively.
- Experience in legal work, preferably related to administrative enforcement of state agency rules, policies and related authorities in the plumbing industry.

## PREFERRED (NOT REQUIRED) QUALIFICATIONS

- Experience practicing administrative law within the State of Texas.
- Experience in administrative enforcement with regulatory agencies or local governments.
- Knowledge of the APA, OMA and PIA.
- Mock trial and/or court experience.

## SCHEDULE

Work hours Monday through Friday from 8:00 am. – 5:00 pm. May be required to work additional hours including evenings or weekends on occasion.

## HOW TO APPLY

The Texas State Board of Plumbing Examiners (TSBPE) accepts applications for posted vacancies only. Submit one State of Texas Application for each position in which you are interested. **NO PHONE CALLS or FAXES, PLEASE.**

Resumes are accepted, but not in lieu of the State of Texas application. A State of Texas Application with “see resume” within the summary of experience is considered incomplete.

**SUBMIT A SIGNED STATE OF TEXAS APPLICATION BY EMAIL TO:** [info@tsbpe.texas.gov](mailto:info@tsbpe.texas.gov)  
**State of Texas applications can be downloaded from** <http://www.twc.state.tx.us/jobs/gvjb/sota.html>

**IMPORTANT:** Follow the instructions at the above internet address on how to complete download and save the State of Texas Application for Employment. Only signed completed State of Texas Applications sent via email in a PDF formatted file will be considered.

Applications will be screened for minimum qualifications. The highest qualified candidates will be contacted for further consideration and the possibility of an interview. Skill demonstrations or work simulations will be part of the selection process. Copies of transcripts or diplomas will be requested. Only applicants who are interviewed will receive notification of selection results.

Due to the nature of TSBPE business a background investigation will be conducted, prior to an offer of employment, to determine criminal history.

The U.S. Immigration Reform and Control Act of 1986 requires new employees to present proof of identity and eligibility to work in the United States. TSBPE 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.

Male candidates between the ages of 18 to 25 will be required to show proof of Selective Service System Registration or Exemption.

Please contact Human Resources if you require special accommodations during the application or selection process.

Employment with TSBPE is covered by the Fair Labor Standards Act (FLSA).

TSBPE is an “employment at-will” agency.

Applicants must fully complete the summary of experience on the State of Texas application to determine if minimum qualifications are met.

VETERANS: We fully recognize, honor and enforce the Uniformed Services Employment and Reemployment Rights Act (USERRA) and encourage opportunities to hire Veterans, Reservists and Guardsmen

In compliance with the Americans with Disabilities Act (ADA), TSBPE will provide reasonable accommodation during the hiring and selection process for qualified individuals with a disability. If you need assistance completing the on-line application, contact via email at [info@tsbpe.texas.gov](mailto:info@tsbpe.texas.gov). If you are contacted for an interview and need accommodation to participate in the interview process, please notify the person scheduling the interview.

CLEAN AIR POLICY IN EFFECT  
AN EQUAL OPPORTUNITY EMPLOYER

TSBPE does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status.