

Texas State Board of Plumbing Examiners

Employment Opportunity

929 East 41st Street
Austin, TX 78751

Position: Attorney II-III (Updated)

Job Posting Number: 09/24-456-11

State Classification: 3503/3504

Salary Group: B23/B25 – Attorney II/III (Depending on Qualifications)

Salary: \$5,833.00 – 7,000 / Month, proportional based on scheduled hours

Full-time / Part-time

Opening Date: 09/20/2023

Closing Date: Until Filled or Closed

Benefits: Excellent benefits provided. Optional additional benefits.

Job Description

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.

The Texas State Board of Plumbing Examiners is seeking a full-time or part-time Attorney II-III to perform moderately complex attorney work, enforcing the statutes and rules of the agency. Work involves reviewing complaints reports and license denials and making decisions about case resolutions; preparing legal documents; prosecuting contested cases in administrative proceedings before an administrative law judge; negotiating settlements. The attorney will perform other duties as assigned and required to maintain agency operations.

Part-time staff salaries and accrued annual/sick leave will be paid proportional to full-time staff (40 hours per week).

TSBPE offices are located adjacent to an industrial type of facility where plumbing exams are administered.

Military Crosswalk information can be accessed at:

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

Veterans: Go to www.texasskillstowork.com for assistance with translating your military work experience and training courses into civilian job terms, qualifications/requirements, and skill sets.

Essential Job Functions

- Provide excellent, friendly, courteous, and professional service to the Board, agency employees, and public.
- Represents TSBPE in the formal prosecution of enforcement cases and license/registration denial cases before the State Office of Administrative Hearings (SOAH).
- Assists in the coordination of the activities of the Enforcement Department.
- Research and drafts legal documents.
- Maintain knowledge of the APA, plumbing codes, and the Plumbing License Law and Board Rules.
- Assists with open records request fulfillment.

Minimum Qualifications

- Currently licensed, 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.
- 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.
- 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 the APA, OMA, PIA, Plumbing License Law and agency rules,
- Ability to conduct hearings before SOAH, 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 laws, rules, and policies.
- Skill in legal research, writing, and analysis.

To Apply

NO FAXES OR PHONE CALLS, PLEASE!

- Submit a completed typed State of Texas application by e-mail to:

info@tsbpe.texas.gov

- or through the work in Texas website:

<https://www.workintexas.com/vosnet/Default.aspx>

IMPORTANT: Follow the instructions at the above internet address on how to download the State of Texas Application for Employment. Only completed State of Texas Applications will be considered. Resumes are accepted, but not in lieu of, the State of Texas application. Only signed completed State of Texas applications 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 check will be conducted, prior to an offer of employment, to determine criminal history and any history of violations.

- 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 assistance or special accommodations during the application or selection process.
- TSBPE is covered by the Fair Labor Standards Act (FLSA).
- TSBPE is an "employment at-will" agency.

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.