

TEXAS



## REAL ESTATE COMMISSION

### APPRAISER LICENSING & CERTIFICATION BOARD

#### **JOB VACANCY ANNOUNCEMENT (STAFF ATTORNEY) Standards & Enforcement Division**

---

|   |   |                          |                        |
|---|---|--------------------------|------------------------|
| <b>Job Posting Number:</b>              | 1612-04-TALCB   | <b>Monthly Salary:</b>   | \$5,500.00--\$5,800.00 |
| <b>State Classification:</b>            | Attorney IV   | <b>Class No., Group:</b> | 3504, B25              |
| <b>Location:</b>                        | Austin  | <b>FLSA Status:</b>      | Exempt                 |
| <b>Work Week:</b>                       | Monday-Friday, 40 hours/week (flex schedule may be possible after first evaluation)   | <b>Travel:</b>           | None                   |
| <b>Posting Date:</b>                    | December 16, 2015   | <b>Closing Date:</b>     | Until Filled           |
| <b>Job Summary:</b>                     | Performs highly complex attorney work. Work involves planning and organization, interpreting laws and regulations, preparing legal documents, rendering legal advice and counsel, consulting with opposing counsel, preparing cases for and representing the agency at administrative hearings, reviewing statutes and rules and proposing necessary revisions.<br><br><i>No outside professional practice is allowed by any agency employee without prior approval.</i>  |                          |                        |
| <b>Minimum Education:</b>               | Graduation from an accredited law school with a J.D. or L.L.B. degree<br>Licensed by the State Bar of Texas, in good standing   |                          |                        |
| <b>Experience:</b>                      | Minimum four years of experience in law practice, either private or governmental  |                          |                        |
| <b>Knowledge, Skills and Abilities:</b> | Working knowledge of administrative law<br>Working knowledge of state, and federal laws and regulations relevant to program areas<br>Effective written and verbal communication skills<br>Skill in operating a personal computer, to include Word, Excel, and Adobe<br>Ability to write clear and accurate opinions, briefs, pleadings, motions, orders, rules, memoranda, correspondence, etc.<br>Ability to manage a caseload of pending complaints<br>Ability to advise staff, regulated entities, and the public on the interpretation of agency laws and regulations<br>Ability to use a personal computer for document preparation, research, and communication<br>Ability to effectively communicate with the public by phone, in writing, and in person<br>Ability to work with a team to solve problems<br>Ability to meet deadlines<br>Ability to multi-task and prioritize work<br>Ability to review, analyze, negotiate and resolve complaints against real estate appraisers and appraisal management companies<br>Ability to litigate contested case hearings at the State Office of Administrative Hearings (SOAH) |                          |                        |
| <b>Preferred Qualifications:</b>        | Work experience with administrative hearings<br>Work experience with litigation<br>Work experience managing and litigating cases involving expert witnesses<br>Knowledge of the Texas Appraiser Licensing & Certification Act, the Texas Appraisal Management Company Act, the Texas Administrative Procedure Act, Texas Rules of Evidence, Texas Rules of Civil Procedure, and the Rules of the Texas Appraiser Licensing and Certification Board<br>Work experience in drafting pleadings, settlement agreements, orders, motions and discovery   |                          |                        |
| <b>Job Duties:</b>                      | Manage a caseload of pending complaints, applications and experience audit matters<br>Review and respond to consumer complaints, applications and experience audit matters<br>Work with team of investigators and legal assistants throughout the contested case resolution process<br>Conduct informal conferences and settlement negotiations for assigned cases<br>Represent the agency in hearings before the State Office of Administrative Hearings as assigned   |                          |                        |

TREC/TALCB is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or in the provision of services. Applicants should communicate requests for disability-related accommodations during the application process to Human Resources. 1-800-RELAY TX (for hearing impaired).

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed application.

**JOB VACANCY ANNOUNCEMENT**  
**(STAFF ATTORNEY)**  
**Standards & Enforcement Division**  
**(Continued)**

- Job Duties (cont):** Prepare pleadings, motions discovery and orders for contested cases; prepare legal opinions, briefs, memoranda, and other documents as assigned  
Provide written and oral responses to phone or written inquiries concerning TALCB Standards & Enforcement Services issues  
Perform other duties as assigned
- Additional Requirements:** Resume and cover letter detailing how your experience fits the duties of this position  
Writing sample (no more than 10 pages)  
Law school transcripts
- Environmental & Physical Conditions:** Normal office work environment, mostly sedentary in nature. May involve walking; standing; remaining stationary for long periods of time; pulling and pushing; kneeling, stooping and bending; and safely lifting and carrying items weighing up to 30 pounds. Work involves extensive telephone usage and repetitive hand/wrist/finger motions while using the computer. Also involves public speaking.
- Military Crosswalk information:** [http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC\\_Legal.pdf](http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf)
- To Apply:** Submit a complete (no blanks) State of Texas Employment Application, cover letter and resume to: [human.resources@trec.texas.gov](mailto:human.resources@trec.texas.gov) or 512-936-3547 (fax) or via WorkinTexas  
*If an interview is granted, applicant must provide law school transcripts, 3 professional references, as well as a legal writing sample of ten pages or less (the writing sample may be an excerpt).*  
*Skills test will be conducted at the time of interview.*
- Contact:** Human Resources at 512-936-3604

TREC/TALCB is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or in the provision of services. Applicants should communicate requests for disability-related accommodations during the application process to Human Resources. 1-800-RELAY TX (for hearing impaired).

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed application.