

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ATTORNEY VI -
Director

SALARY GROUP: B29

DEPARTMENT: State Counsel for Offenders

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Dale Wainwright DATE: 05/25/2018

POSITION #: 015077

I. JOB SUMMARY

Performs highly advanced attorney work. Work involves directing and planning legal activities; overseeing the preparation of legal documents; overseeing hearings; interpreting laws and regulations; rendering legal advice and counsel; and planning, assigning and supervising the work of others. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Provides legal direction, guidance, advice, and counsel; directs the activities of staff within the State Counsel for Offenders program areas; assists with the overall legal policy strategy to bring successful resolution to litigation matters; and assists in resolving substantive and procedural issues.
- B. Advises on legal matters and the interpretation and application of rulings, laws, and regulations; formulates, coordinates, and establishes policies and procedures; directs the preparations of budgets and provides final approval; and recommends staffing and funding for program activities.
- C. Reviews drafts of laws, rules, and regulations affecting agency operations and bills and amendments for legislative consideration; oversees administrative, regulatory, evidentiary, and enforcement hearings; evaluates findings and develops strategies and arguments in preparation for cases and appeals; and oversees the preparation of legal opinions, briefs, subpoenas, reports, and other legal documents.
- D. Represents the agency at business meetings, hearings, trials, legislative sessions, conferences, and seminars or on boards, panels, and committees; testifies at hearings, trials, and legislative meetings; provides liaison for other local, state, or federal agencies; and responds to public inquiries regarding program areas.
- E. Plans, assigns, and supervises the work of others; and provides training, guidance, and technical assistance to attorneys and staff.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Graduation from a law school accredited by an organization recognized by the Counsel for Higher Education Accreditation (CHEA) or from a law school accredited by the American Bar Association with an LLB or JD degree.
2. Nine years full-time, wage-earning experience as a licensed attorney to include civil and criminal law.
3. Five years full-time, wage-earning experience in the supervision of employees.
4. Experience as a legal counsel in a governmental agency preferred.
5. Must maintain a current, active license to practice law in the State of Texas during employment with TDCJ through the State Bar of Texas or other appropriate Texas licensing authority.

B. Knowledge and Skills

1. Knowledge of legal principles, practices, and proceedings.
2. Knowledge of the principles and practices of public administration and management.
3. Knowledge of the practice of criminal, civil, and constitutional law in state, appellate, and federal courts.
4. Knowledge of agency, local, state, and federal laws, rules, regulations, and statutes relevant to the practice of law.
5. Knowledge of state government and the components of the state criminal justice system preferred.
6. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
7. Skill to communicate ideas and instructions clearly and concisely.
8. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.

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9. Skill in administrative problem-solving techniques.
10. Skill to review technical data and prepare technical reports.
11. Skill in public address.
12. Skill to direct, organize, and evaluate legal program operations.
13. Skill to analyze legal problems, interpret laws, rules, and regulations, and prepare opinions and briefs.
14. Skill to review and evaluate the impact of procedures, statutes, rules, regulations, policies, judgements, legislation, and litigation.
15. Skill to plan, assign, and supervise others.
16. Skill to interpret and translate Spanish to English and English to Spanish preferred.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, and automobile.