

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: ATTORNEY I -  
Office of the General Counsel

SALARY GROUP: B20

DEPARTMENT: Office of the General Counsel

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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: Michael W. McManus DATE: 03/11/2013

POSITION #: 035077

**I. JOB SUMMARY**

Performs entry-level attorney work. Work involves examining and preparing legal documents; rendering legal advice and counsel; and assisting in preparing cases for trial. Works under close supervision with minimal latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Renders legal advice and counsel; and assists with and prepares legal opinions, briefs, and other legal documents.
- B. Advises staff and the public on legal matters and on the interpretation and application of agency laws, rules, and regulations.
- C. Works with other departments, agencies, organizations, and the public.
- D. Assists in drafting laws, rules, and regulations affecting agency operations.
- E. Assists the Attorney General's Office in preparation for trial; and consults with trial attorneys.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**III. MINIMUM QUALIFICATIONS**

- A. Education, Experience, and Training
  - 1. Graduation from a law school accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) with a Bachelor of Laws (LL.B) or Juris Doctor (J.D) degree.
  - 2. Must maintain a current active license to practice law in the State of Texas during employment with Texas Department of Criminal Justice (TDCJ) through the State Bar of Texas or other appropriate Texas licensing authority.

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B. Knowledge and Skills

1. Knowledge of legal principles, practices, and proceedings.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes preferred.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to analyze legal problems and prepare opinions and briefs.
5. Skill to conduct legal research.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill to interpret and apply laws, rules, regulations, policies, and procedures.
9. Skill in public address.
10. Skill in problem-solving techniques.
11. Skill to plan work in order to meet established deadlines.

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, typewriter, calculator, copier, fax machine, telephone, and automobile.