

**BOARD OF PARDONS AND PAROLES
JOB DESCRIPTION**

POSITION TITLE: ATTORNEY III -
Assistant General Counsel

SALARY GROUP: B23

DEPARTMENT: Board of Pardons and Paroles

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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: Bettie L. Wells DATE: 02/03/2016

POSITION #: 064050

I. JOB SUMMARY

Performs moderately complex attorney work for the Board of Pardons and Paroles (BPP) at the direction of the General Counsel. Work involves planning and organizing work; interpreting laws and regulations; preparing legal documents; rendering legal advice and counsel; consulting with trial attorneys; conducting hearings; assisting in preparing cases for trial; and training others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Advises staff and the public on legal matters and the interpretation and application of laws and agency policies, rules, and regulations; provides legal opinions in hearing-related matters; and assists the Office of the Attorney General in preparing cases for court trial.
 - B. Researches policy issues and questions concerning hearing proceedings; prepares affidavits to be presented as evidence in response to state and federal writs of habeas corpus; and uses legal findings to develop conclusions and recommendations for the Board regarding administrative appeals of parole and mandatory supervision revocation decisions.
 - C. Provides legal services relative to parole and mandatory supervision revocation hearings, clemency, litigation, agency rulemaking under the Texas Administrative Procedures Act, and other issues involving laws, rules, and policies affecting the Board.
 - D. Assists in providing training for the Board's designees; develops training topics and prepares training materials; and assists in planning and organizing work assignments.
 - E. Assists in researching, analyzing, and drafting bills for legislative consideration; assists in analyzing and drafting agency rules and policies; and assists in coordinating and responding to Public Information Act requests.
- * 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 Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) with a Bachelor of Laws (LL.B.) degree or a Juris Doctor (J.D.) degree.
2. Five years full-time, wage-earning legal experience.
3. Three years full-time, wage-earning experience as a licensed attorney.
4. Experience as a licensed attorney with a governmental agency preferred.
5. Must maintain a current active license to practice law in the State of Texas during employment with the BPP through the State Bar of Texas or other appropriate Texas licensing authority.

B. Knowledge and Skills

1. Knowledge of local, state, and federal laws and regulations affecting legal operations.
2. Knowledge of legal principles, practices, and proceedings.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill in reviewing and evaluating the impact of procedures, statutes, rules, regulations, policies, judgments, legislation, and litigation.
5. Skill to analyze legal problems, prepare opinions and briefs, and interpret laws, rules, and regulations.
6. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
7. Skill to conduct legal research.
8. Skill to review technical data and analyze and communicate the legal impact.
9. Skill to communicate ideas and instructions clearly and concisely.

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10. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
11. Skill in public address.

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 15-44 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, and 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, dolly, and automobile.