

**TEXAS BOARD OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ATTORNEY I -
Staff Attorney

SALARY GROUP: B22

DEPARTMENT: Independent Office of Inmate Counsel

Page 1 of 3

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: Wyvonne I. Long DATE: 01/20/2026

POSITION #: 015069

I. JOB SUMMARY

Performs entry-level to routine legal work. Work involves examining and preparing legal documents; rendering legal advice and counsel; conducting hearings; and assisting in preparing cases for trial. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Provides representation to indigent persons while they are incarcerated in TDCJ; confers with and counsels clients regarding legal alternatives; and prepares and tries cases before state courts.
 - B. Works with prosecutors, court coordinators, and court reporters regarding court appearances, depositions, and general discovery.
 - C. Investigates, organizes, develops, and researches arguments for trial and appellate work.
 - D. Prepares legal opinions, motions, and briefs.
 - E. Adheres to the Texas Disciplinary rules of Professional Conduct and follows Texas Lawyers Creed.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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Page 2 of 3

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Graduation from a law school accredited by the American Bar Association (ABA) with a Juris Doctor (J.D.) degree.
2. Must maintain a current active license to practice law in the State of Texas during employment with Independent Office of Inmate Counsel (IOIC) through the State Bar of Texas or other appropriate Texas licensing authority.

Must be an active member in good standing with the State Bar of Texas at the time of application and during employment with the Independent Office of Inmate Counsel (IOIC).

3. Must have a valid Texas Driver License.

Must maintain valid license(s) for continued employment in position.

B. Knowledge and Skills

1. Knowledge of the practice of criminal, civil, and constitutional law in state and appellate courts.
2. Knowledge of legal principles, practices, and proceedings.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply laws, rules, regulations, policies, and procedures.
7. Skill in problem-solving techniques.
8. Skill in public address.
9. Skill to prepare and maintain accurate records, files, and reports.
10. Skill to review technical data and prepare technical reports.
11. Skill to plan work in order to meet established guidelines.
12. Skill to analyze legal problems, prepare opinions, and interpret laws, rules, and regulations.

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Page 3 of 3

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, climb stairs, 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, dolly, and automobile.