

**TEXAS BOARD OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ATTORNEY III -
Section Supervisor

SALARY GROUP: B25

DEPARTMENT: State Counsel for Offenders

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: Giustina Persich DATE: 07/02/2019

POSITION #: 015079

I. JOB SUMMARY

Performs highly complex attorney work. Work involves overseeing and planning legal activities; preparing legal documents; participating in hearings; interpreting laws and regulations; rendering legal advice and counsel; and supervising the work of others. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Provides legal advice and counsel; provides representation to indigent persons while they are incarcerated in TDCJ; consults with attorneys, witnesses, offenders, and judges; prepares, attends, and participates in trials and hearings; and prepares and coordinates the preparation of legal opinions, briefs, reports, and other legal documents.
- B. Advises staff on legal matters and on the interpretation and application of laws and regulations.
- C. Plans and organizes legal and administrative functions with a section.
- D. Maintains case management reporting systems; assists in formulating, coordinating, and establishing policies, procedures, rules, and regulations and monitors compliance; and coordinates the preparation of records and information.
- E. Supervises the work of others; and provides training 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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Page 2 of 3

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 by the United States Department of Education (USDE) with a Bachelor of Laws (LL.B.) or Juris Doctor (J.D.) degree.
2. Five years full-time, wage-earning legal experience as a licensed attorney.
3. Litigation or criminal law experience preferred.
4. Experience in the supervision of employees preferred.
5. Experience in the management and direction of legal programs preferred.
6. Must maintain a current active license to practice law in the State of Texas during employment with State Counsel for Offenders through the State Bar of Texas or other appropriate Texas licensing authority.

B. Knowledge and Skills

1. Knowledge of the principles and practices of public administration and management.
2. Knowledge of legal principles, practices, and proceedings.
3. Knowledge of the principles, practices, and techniques related to the representation of clients.
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 legal 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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Page 3 of 3

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 analyze legal problems, interpret laws, rules, and regulations, and prepare opinions and briefs.
13. Skill to plan and organize legal program operations.
14. Skill to supervise others.
15. 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, climb stairs, 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, 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.