

## JOB DESCRIPTION: ATTORNEY II

### GENERAL DESCRIPTION

Performs routine attorney work. Work involves managing a heavy workload; interpreting laws and regulations; preparing memoranda, pleadings, briefs, and other legal documents; rendering legal advice and counsel; conducting investigations; interviewing witnesses; consulting with trial attorneys; preparing and presenting misconduct or disability cases before the Commission, Special Courts of Review, Review Tribunals, and Special Masters; providing ethics advice and training to judges, court staff, attorneys, foreign dignitaries, and others. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

### EXAMPLES OF WORK PERFORMED

- Investigates allegations of judicial misconduct or incapacity; prepares written and oral reports of findings.
  - Performs legal research and legal writing
  - Advises Commission, Commission management and Commission staff on legal matters and the interpretation and application of laws, regulations and policies relating to agency and regulation of judicial conduct
  - Advises the judiciary, legal profession, legislators, government officials, and the public about agency procedures and actions
  - Drafts documents for proceedings before the Commission, Special Courts of Review, Review Tribunals, and Special Masters, including memoranda, findings of fact/conclusions of law, pleadings, motions, briefs, judgments, charges, sanctions, and orders
  - Prepares and presents cases for proceedings before the Commission, Special Courts of Review, Review Tribunals, and Special Masters
  - Assists in the drafting and review of proposed laws, rules, regulations and policies affecting agency operations
  - Assists in screening complaints, preparing investigative plans, scheduling hearings, interviewing witnesses, obtaining and reviewing court records and statements, corresponding with complainants and judges, and with close out of cases
  - Speaks on topic of judicial ethics and the regulation of judicial conduct at educational/training seminars
  - Performs related work as assigned
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## GENERAL QUALIFICATION GUIDELINES

### Experience and Education

- Graduation from an accredited law school.
- Active Texas law license.
- Minimum 5 years of experience in the practice of law and/or as a briefing attorney for a trial or appellate court preferred.
- Oral and written advocacy experience.
- Lexis Legal Research experience.
- Recent trial or courtroom experience preferred.

### Knowledge, Skills, and Abilities

- Spanish language fluency preferred;
- Excellent communication, legal writing, and legal research skills required;
- Must be comfortable making oral presentations to judges, attorneys, and other large professional groups;
- Current knowledge of legal principles, practices, and proceedings in Texas courts;
- Current knowledge of Texas court system, including justice, county, municipal, district and appellate courts;
- Current knowledge of Texas Rules of Civil Procedure, Texas Rules of Evidence, Texas Rules of Appellate Procedure, and Texas Code of Criminal Procedure;
- Some familiarity with the laws, regulations, procedures, and rules relating to the agency preferred;
- Must be highly organized and detail-oriented;
- Ability to use computer and computer programs, such as Word, Excel, PowerPoint, Outlook, Lexis;
- Ability to travel overnight on occasion.

### Registration, Certification, or Licensure

Must possess a current, active license to practice law issued by the Supreme Court of Texas and be in good standing with the State Bar of Texas.

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TO APPLY: Please mail State of Texas application to: Commission on Judicial Conduct, P O Box 12265, Austin, TX 78711 or drop off your application at 300 W. 15th Street, Ste. 415, Austin, TX 78701. You may also email your application to: [terri.counts@scjc.texas.gov](mailto:terri.counts@scjc.texas.gov).

#### STATE CLASSIFICATION INFORMATION

Salary Group/Class: B21/3502 Type: Full Time

Salary: \$65,000 Annually

\*\*Military Crosswalk 27A, 250x, 4402, 51JX Judge Advocate General

The State Commission on Judicial Conduct will provide equal employment opportunities for all employees and individuals seeking employment regardless of race, gender, religion, color, national origin, age or disability.