

TEXAS COMMISSION ON JUDICIAL CONDUCT



ATTORNEY II

JOB 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, and others. Works under moderate supervision, with some 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 extensive legal writing.

Advises Commission, Commission management and Commission staff on legal matters and the interpretation and application of laws, regulations and policies relating to the 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 but not limited to, 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.

Consults and works with outside counsel, as necessary.

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.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in legal work.

Graduation from an accredited law school with a Juris Doctor (JD) degree.

Active Texas law license and member in good standing with the State Bar of Texas.

Minimum of 3 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

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 be licensed as an attorney by the State of Texas.

Equal Opportunity Employer

STATE CLASSIFICATION INFORMATION

Salary Group/Class: B23/3503 Type: Full Time

Salary: \$70,000 Annually