

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: \$85,000 Annually

WorkInTexas - ::

Now Hiring

Attorney II

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16240677

Job Order Print Page

Texas Job Order Print Document

Job Order: 16240677

Print Date: 10/11/2023 12:38:50 PM

Office: 123 WF SOL Capital Area East

LWDB: Capital Area WF Board

Employer Information:

Employer Name: COMMISSION ON JUDICIAL CONDUCT

How to Apply: Provide a State of %STATE% Application, Provide a WorkInTexas Resumé Online or uploaded Resumé (recommended)

Company Website: NA

Application Comments:

Location:

Main Address:

STATE COMMISSION ON JUDICIAL CONDUCT

10 W 15th St

Suite 415

Austin, TX 78701

Mailing Address:

PO Box 12665

AUSTIN, TX 78711-2265

Contact:

Contact: Patricia Ortiz

Phone: (512) 463-6784 x

Title: Staff Services Officer

Email: patricia.ortiz@scjc.texas.gov

Fax:

Job Details:

Occupational Code: 23101100 Lawyers

Job Title: Attorney II

Industry Code: 922190 - Other Justice, Public Order, and Safety Activities

Number of Positions: 1

Referrals: 50

Earliest Date to Display: 10/11/2023

Last Date Job Order Will Display: 11/03/2023

Job Order Followup: 10/26/2023

Job Type: Regular

Job Time Type: Full Time (30 Hours or More)

Duration: Over 150 Days

Special Job Category:

Job Duties and Skills:

Description:

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Salary: \$85,000 Annually

Special Software/Hardware Skills Needed: No

Special Skills:

Job Requirements:

Minimum Age:

Test Done By: **No test required**

Required Tests: **NA**

Training Requirements:

Training Requirements Other:

Months of Experience: **36**

Requires a Drivers License: **No**

Drivers License Certification:

Drivers License Endorsements:

Compensation and Hours:

Minimum Salary:

Near Public Transportation: **Yes**

Pay Comments: **Not Applicable**

Supplemental Compensation: **No**

Hours per Week: **Hours are Specific**

Maximum Salary: **85000.00 Year**

Lift: **Day**

Actual Hours: **40**

Benefits: **Medical, Dental, Life Insurance, Vision, Vacation, Holidays, Sick Leave, Flex-Time, 401K, Retirement/Pension, Other, Flexible Benefit Account**

Other Benefits: **No Benefits Listed**

Job Order Information to be Displayed Online:

Job Order Information Online: **Company Name is displayed, One-stop staff does not screen applicants**

Job Application Information Needed:

Req Section

Contact Information

Employment History Allow individuals that have never had a job to apply (eg. College graduates)

Education History

Certifications

Desired Job Type

Other Information:

Green Job: **No**

Subsidized by ARRA (Stimulus): **No**

Seasoned Job: **No**

In an Enterprise Zone: **No**

Federal Contractor: **No**

Court Ordered Affirmative Action: **No**

Job Order is for Veterans Only: **None Selected**

Staff Information:

Category: **Regular (Non Domestic)**

Job Developer Mandatory Listing: **None of the items listed**

Status: **Veteran Hold**

Employer Status:

Reason: **NA**

Future Release From Hold: