

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ATTORNEY I -
Legal Services

SALARY GROUP: B20

DEPARTMENT: State Counsel for Offenders

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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: Rudolph Brothers, Jr. DATE: 07/10/2014

POSITION #: 015068

I. JOB SUMMARY

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

II. ESSENTIAL FUNCTIONS

- A. Assists with providing representation to offenders; confers with and counsels offenders regarding legal alternatives; and assists with the preparation and trial of cases before state and federal courts.
 - B. Works with prosecutors, court coordinators, and court reporters regarding court appearances and depositions.
 - C. Assists in the investigation, organization, development, and research of arguments for trial and appellate work.
 - D. Assists with and prepares legal opinions and briefs; and assists in drafting laws, rules, and regulations affecting agency operations.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Graduation from a law school accredited by an organization recognized by the Council 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. Must maintain a current active license to practice law in the State of Texas during employment with Texas Department of Criminal Justice (TDCJ) through the State Bar of Texas or other appropriate Texas licensing authority.

B. Knowledge and Skills

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

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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, 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, typewriter, calculator, copier, fax machine, telephone, and automobile.