

TEXAS BOARD OF ARCHITECTURAL EXAMINERS (TBAE)
JOB VACANCY ANNOUNCEMENT
General Counsel IV

Job Title:	General Counsel IV	Closing Date:	Open Until Filled
Classification Number:	3524/B32	FLSA Status	Exempt
Posting Number:	FY 2026-04	Schedule:	Full-time
Reports to:	Executive Director	Division:	Legal
Annual Salary:	\$135,577 - \$150,000	Travel:	15%

GENERAL DESCRIPTION

This position is responsible for rendering legal advice and counsel to the Board and Executive Director of the agency. Performs highly advanced and managerial legal work. Works under limited supervision with extensive latitude for the use of initiative and independent judgment.

ESSENTIAL JOB FUNCTIONS

1. Participates as part of the executive management team by providing counsel and advice to the Executive Director.
2. Directs and plans legal activities for the agency.
3. Formulates, coordinates, and establishes legal department policies and procedures and assists the Executive Director in reviewing the policies and procedures of other departments.
4. Coordinates efforts in pursuit of the goals, objectives, and mission of the agency
5. Drafts and reviews laws, rules, and regulations affecting agency operations and bills or amendments for legislative consideration.
6. Advises agency management on programs and issues involving legal risks.
7. Provides legal advice to the agency on policy decision making and identifies appropriate legal solutions.
8. Prepares proposed and adopted rules for Rules Committee and Board meetings and for publication in the Texas Register.
9. Provides updates on pertinent legal issues.
10. Provides guidance to agency staff and the board on various open government regulations and the agency's administrative rules.
11. Advises staff and board on legal matters and on the interpretation, and application and enforcement of government and administrative law and agency laws and rules. Responds to inquiries from the public on the same.
12. Represents the agency in the settlement of contested case matters and before the State Office of Administrative Hearings.
13. Coordinates efforts in pursuit of the goals, objectives, and mission of the agency.
14. Coordinates the representation of the agency by the Attorney General's Office in civil actions brought by or against the agency.
15. Reviews contracts to ensure compliance with agency policy and state purchasing procedures.
16. Plans, assigns, and supervises the work of others including the Legal Assistant and the Assistant General Counsel.
17. Provides training on various legal issues.
18. Attends work regularly in accordance with agency leave policy.
19. Attends various meetings on behalf of the agency and its governing body.
20. Maintains and protects confidential information for the agency in accordance with the Texas Public Information Act and all other law.

Supervisory Responsibilities

This position manages the Legal Division, including supervision of the Legal Assistant and Assistant General Counsel.

Other Duties and Responsibilities

1. Participates in cross training with and relief duties of other staff.
2. Drives personal or agency vehicle to conduct agency business, including attending training and meetings.

3. Participates in agency task teams, committees, and councils as needed.
4. Performs other duties as assigned and required to maintain departmental operations.

QUALIFICATIONS

Minimum Qualifications:

1. Graduation from an accredited law school with an LL.B. or J.D. degree.
2. Five years' experience as a practicing attorney in administrative law and/or litigation.
3. Licensed to practice law in the State of Texas.

An offer of employment is contingent upon selected candidate qualifying for access to criminal history record information through the Department of Public Safety pursuant to the TCIC/TLETS Access Policy.

MILITARY SPECIALTY CODES:

Army-27A, Navy-250X, Coast Guard-LGL10, LGL11, Marine 4410, Air Force-51JX

Additional Military Crosswalk information can be found at:

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf

KNOWLEDGE, SKILLS & ABILITIES (KSAs)

1. Knowledge of legal principles, practices, and proceedings; and of laws, regulations, and rules relating to the agency.
2. Ability to prepare legal documents; to conduct research; to interpret and apply laws; to summarize findings; to prepare opinions and briefs; to prepare cases for trial; to conduct hearings.
3. Skill in legal research, writing, and analysis.
4. Ability to implement administrative procedures and to evaluate their effectiveness.
5. Possession of strong interpersonal skills - ability to work closely and cooperatively with other members of the team, department, and agency establish and maintain effective working relations with supervisors and/or subordinates.
6. Excellent communication skills - ability to communicate with the board, co-workers, registrants, and the public and to answer questions on agency or program activities clearly, courteously, and effectively, both orally and in writing. Skill in public speaking and/or litigation.
7. Ability to maintain flexibility, working with frequent interruptions and multiple and changing priorities; skill in effectively organizing work to meet frequent and/or multiple deadlines, handle multiple tasks simultaneously, and manage conflicting priorities and demands.
8. Ability to work independently, exercise initiative, make independent decisions using prudent judgment, and accomplish tasks without continuous supervision.
9. Skill in identifying problems and reviewing related information to develop and evaluate options and implement solutions; in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems; and in reconciling differences.
10. Ability to pay careful attention to detail, to work with accuracy, and maintain neat, well-organized records.
11. Ability to train, coordinate, and lead the work of others.
12. Knowledge of general office procedures and equipment. Ability to operate personal computers and general office software programs, including word-processing, spread-sheet, and database software.
13. Ability to maintain a good record of attendance and punctuality and a neat, professional appearance.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk; stand; climb stairs; sit; use hands to use or handle office tools and equipment, including telephone and computer; and reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include ability to adjust focus for work with computers and peripheral vision and depth perception for driving.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work environment is non-smoking. While performing the duties of this job, the employee is constantly exposed to computer and telephone equipment, telephone and printer noise, busy environment with many interruptions and is occasionally exposed to outside weather conditions. The noise level is usually moderate. Some travel will be required for outreach programs, meetings, and training.

SCHEDULE

Office hours are Monday through Friday from 8:00 a.m. – 5:00 p.m. Hybrid telework may be permitted after an introductory period of 60 days. Flexible work hours from 6:00 a.m. to 6:00 p.m. may be permitted.

HOW TO APPLY

The Texas Board of Architectural Examiners (TBAE) accepts applications only for posted vacancies. Submit **one State of Texas Application, cover letter, and resume** for each position in which you are interested. Applications must be received by 5:00 pm on the closing date.

A resume submitted in lieu of a State of Texas Application will be rejected. A State of Texas Application with “see resume” within the summary of experience is considered incomplete and will be rejected.

Applications may be submitted in the following manner:

**Submitted thru Central Accounting
Payroll and Personnel System CAPPS:**

[CAPPS Careers](#)
[Workintexas.com](#)

Mailed via U. S. Postal Service or delivered in person:

Texas Board of Architectural Examiners
Attn: Human Resources
505 E. Huntland Dr. #350
Austin, Texas 78752

Email: Sabrina.Jones@tbae.texas.gov

Applications submitted via email or fax will be subject to a personal signature if called for an interview. The interview may include a writing exercise.

The Texas Board of Architectural Examiners is an equal opportunity employer and does not discriminate based on race, color, religion, sex, national origin, age, or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any requests for reasonable accommodation needed during the application process should be communicated by the applicant to Human Resources at (512) 305-8525.

Hearing impaired individuals may contact our office via Relay Texas at 1-800-735-2989 (TTY/TDD).

The selected applicant must show proof of eligibility to work in the U.S. in compliance with the Immigration Reform and Control Act. Proof of eligibility to work in the U.S. will be confirmed using E-Verify. All males who are age 18 through 25 and required to register with the Selective Service must present proof of registration or exemption from registration upon hire.

TBAE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER