

## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

e-mail address for applications: [jobs@tceq.texas.gov](mailto:jobs@tceq.texas.gov)  
Physical Address - 12100 Park 35 Circle, Bldg. A  
Mailing Address - P.O. Box 13087/MC-116  
Austin, Texas 78711-3087  
(512)239-0102



**Internet:** [www.tceq.texas.gov](http://www.tceq.texas.gov)

**State Title:** Attorney II

**Functional Title:**

**Job Posting:** 16359

Monthly Salary: \$4265.00

Salary Group: B21

Posting Date: 08/16/2016

Close Date: 08/30/2016

Section/Division: Legal-General Law Admin. Section/ Legal-General Law Division

Work Location: 12100 Park 35 Circle, Austin, TX 78753

Openings: One(1)

Position #(s): 1010

### **Job Description:**

Performs responsible professional legal work related to contracts, grants, and other procurement matters for the General Law Division of the Texas Commission on Environmental Quality (TCEQ). Provides legal advice, opinions, training/presentations and representation regarding contracts, grants and other procurement matters. Represents the Executive Director in procurement related negotiations and disputes, including protests and contract-related claims. Participates in assigned projects, including but not limited to the development of policies, rules, standard procedures and forms, review and implementation of legislative changes, and similar projects.

### **Military Occupational Specialty (MOS) Codes:**

27A, 27B, 250X-SC, LGL10, 04, 4402, 4405, 4406, 4407, 4408, 4409, 4410, 51JX, and 92J0

### **Minimum Qualifications:**

Admission to the State Bar of Texas.

Official law school transcript required.

Applicants awaiting the results from the July 2016 Texas Bar Exam will be considered.

### **Preferred Requirements:**

Advanced course work in commercial and/or transactional law.

### **Special Requirements:**

Moving up to 15 pounds of paper/files.

Traveling up to 10% of the time.

The agency will review the applicant's driving history in connection with the use of a vehicle in the performance of the job.

### **Condition of Employment:**

TCEQ will verify Selective Service registration for males born on or after January 1, 1960. If exempt from Selective Service registration selected candidate must provide proof of exemption on first day of employment. Offers of employment are contingent on the candidate having legal authorization to work for the TCEQ. TCEQ will conduct a criminal history records search on candidates selected for posted vacancies. Only applicants who are interviewed will receive written non-selection notification.

Submit a standard State of Texas application for **each job posting** to the Texas Commission on Environmental Quality, Human Resources & Staff Services (HRSS) office by 5:00 p.m. on the closing date. A signed emailed copy is acceptable. In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSS for assistance.

Texas Commission on Environmental Quality is an Equal Opportunity Employer