

## 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 III

**Functional Title:**

**Job Posting:** L16016

Monthly Salary: \$4875.00

Salary Group: B23

Posting Date: 06/23/2016

Close Date: 07/08/2016

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): 0162

### **Job Description:**

Under moderate supervision, performs highly responsible professional legal work related to contracts, grants and other procurement matters. Provides legal advice, opinions, training/presentations and representation on 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 92Jo

### **Minimum Qualifications:**

Admission to the State Bar of Texas plus three years of full-time experience in the practice of law, or employment in a responsible position involving legal work as a primary duty, or one year six months in the practice of environmental law or employment involving environmental legal issues.

OR One year six months of full-time experience as an Attorney II for the TCEQ.

### **Preferred Requirements:**

Advanced course work in commercial and/or transactional law (official law school transcript required).

2 years full-time work experience in government procurement, contracts, or grants.

### **Special Requirements:**

Moving up to 15 pounds of paper/files.

Traveling up to 10% of the time.

Ability to work occasional overtime, travel overnight to hearing and meetings normally within the State.

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