

JOB ANNOUNCEMENT

Job Title: General Counsel III or IV
Job Posting Number: 21-06
Opening Date: July 15, 2021
Close Date: When the position is filled
Monthly Salary: \$7,699 to \$10,500 - contingent upon experience of selected candidate
Work Location: 914 East Anderson Lane, Austin, Texas 78752
Travel Required: 10%

GENERAL DESCRIPTION

Performs highly responsible professional, legal, and administrative work. Provides direction and guidance in the administrative section of the Department, which includes human resource functions, procurement, and credit union applications. Interprets laws and regulations; gives legal advice to the Commissioner and staff; prepares and reviews opinions, briefs, and other legal documents; drafts or reviews administrative rules and legislative bills. Responds to credit union members complaints and inquires. Develops and revises internal policies and procedures. Develops cases for administrative enforcement actions. Represents the agency and provides information in a variety of forums. Acts as liaison with the Attorney General's Office.

GENERAL DUTIES AND RESPONSIBILITIES

- Provides legal advice, consultation and technical assistance to the Department.
- Serves as primary contact for inquiries concerning laws, regulations and other guidance regarding credit union activities.
- Monitors and examines complaints filed to ensure timely and appropriate compliance with applicable laws and regulations.
- Provides direction and oversees the Department activities relating to purchasing, records administration, human resources, procurement, fiscal note development, and legislative interaction.
- Reviews and analyzes applications submitted by credit unions to ensure compliance with applicable laws and rules.
- Directly supervises and evaluates assigned staff to assure attainment of designated goals, fulfillment of statutory responsibilities, compliance with internal policies and procedures and enforcement of applicable laws and regulations.
- Oversees the development, review, revision, and promulgation of administrative rules, policies and procedures, and other internal information or guidelines.
- Ensures the preparation of statutorily required reports.
- Serves as public speaker, panel member, or agency representative in various forms of communication to the credit union industry, the Legislature, media, and other State and Federal regulatory agencies.
- Performing related duties as assigned.

MINIMUM QUALIFICATIONS

- Graduation from an accredited law school with a Juris Doctor (J.D.) degree.
- Licensed as an attorney by the State of Texas.
- Member in good standing with the State Bar of Texas.
- Experience in legal work with a demonstrated knowledge of legal principles, practices, and proceedings of laws, regulations and rules, relating to the agency.
- Skill in legal writing, mediation and negotiation.

- Skill in establishing and maintaining effective working relationships with employees and the public.
- A person required to register as a lobbyist under Chapter 305, Government Code may not serve as general counsel.

PREFERRED QUALIFICATIONS

- Four years' experience as a licensed attorney with a financial regulatory agency or a financial institution.
- Knowledge of financial institution laws and administrative laws.
- Experience in counseling, or dispute resolution.
- Experience in management and supervision of employees.
- Knowledge of business and management principles involved in strategic planning, budgeting, financial principles, and leadership techniques.

SPECIAL REQUIREMENTS

- **Ethics/Conflict of Interest:** The Department's ethics standards prohibit the general counsel from being a member of, or being directly or indirectly indebted to, any credit union under the Department's jurisdiction, or any affiliate of such a credit union.
- **Citizenship:** Consistent with the Immigration Reform and Control Act of 1986 and other applicable laws, all offers of employment are contingent upon the candidate having legal authorization to work in the United States.
- **Selective Service:** All males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement.
- **Driving Record.** Final applicants must possess or obtain within six months a valid Texas Driver's license. Satisfactory driving records are required for driving any vehicle to conduct agency business. Final applicants will have their driving record evaluated in accordance with the Department's Driving Safety policy.
- **Background and Credit Check:** Final applicants may be subject to an employment credit check, driving record check, and a criminal background check. This position requires that the incumbent demonstrate strong personal financial responsibility and integrity.
- **Application:** Applicants must submit a completed [State of Texas Employment Application](#) to be considered. Resumes are not accepted in lieu of a completed application.

The Credit Union Department is an equal opportunity employer and does not discriminate on the basis of race, color, disability, religion, sex, national origin, or age. A disabled individual requiring reasonable accommodation shall not be denied the opportunity due to the disability.