

# **JOB DESCRIPTION**

**TITLE:** General Counsel III  
**AGENCY TITLE:** Assistant Commissioner, General Counsel  
**AGENCY:** Credit Union Department -- State of Texas  
**CLASS NUMBER:** 3523  
**GROUP:** B29  
**REVISED:** June 13, 2023  
**REPORTS TO:** Commissioner

## **OVERVIEW**

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.

## **MAJOR DUTIES AND RESPONSIBILITIES**

1. Reports to and maintains close communications with the Commissioner regarding matters of policy, rule making, and legal activities.
2. Interprets laws and regulations and prepares opinions and other legal documents.
3. Serves as primary contact for inquiries concerning statutes, rules, and other guidance regarding credit union activities.
4. Oversees the development, review, revision, and promulgation of administrative rules, policies and procedures, and other internal information and guidelines.
5. Monitors and examines complaints filed to ensure timely and appropriate compliance with applicable laws.
6. Reviews and analyzes credit union applications to ensure compliance with applicable laws and regulations.
7. Serves as the Department's Open Records Coordinator, handling complex public information request.
8. Provides direction and oversees the operational activities relating to purchasing, records administration, human resources, fiscal note development, and legislative interaction.
9. Directly supervises and evaluates assigned staff to assure attainment of designated goals, operation within statutory authority, fulfillment of statutory responsibilities, compliance with internal policies and procedures, and enforcement of applicable laws and rules.
10. Manages budget, short and long-term planning, and personnel for assigned areas of responsibility.
11. Demonstrates attributes that foster a workplace of teamwork, leadership, trust and integrity.

12. 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.
13. Coordinates and works with the Deputy Commissioner on matters of agency concern.

### **TIME DISTRIBUTION**

Correspondence, telephone and other discussions	40%
Planning, budgeting, and other administrative duties	25%
Drafting Opinions, legal documents, proposed rules, etc.	25%
Review applications, complaints, etc.	10%

### **OTHER RESPONSIBILITIES**

Performs other duties as assigned from time to time by the Commissioner which generally are related to the administrative and supervision functions but may include special projects.

### **QUALIFICATIONS**

- Graduation from an accredited law school with a LL.B. or J.D. degree.
- Member in good standing with the State Bar of Texas (must possess a license to practice law in the State of Texas).
- Experience in legal work with a demonstrated knowledge of legal principles, practices, and proceedings of laws, regulations and rules.
- Skill in legal writing, mediation and negotiation.
- Skill in establishing and maintaining effective working relationships with employees and the public.
- A person may not serve as general counsel if the person is required to register as a lobbyist under Chapter 305, Government Code, because of the person's activities on behalf of a profession related to the operation of the Department.

### **PREFERRED QUALIFICATIONS**

- Four years licensed attorney work with a Texas state agency or a credit union.
- Knowledge of financial or administrative laws.
- Experience in counseling, or dispute resolution.
- Knowledge of business and management principles involved in strategic planning, budgeting, financial principles, and leadership techniques.
- Skill in identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Excellent verbal and written communication skills.