



Credit Union Department, State of Texas

JOB ANNOUNCEMENT

Job Title:	General Counsel III or IV	Job Posting: 25-10
Agency:	Credit Union Department	Department: CUD - Austin
Location:	914 E. Anderson Lane, Austin, Texas	Salary Group: B30 or B32
Annual Salary:	\$112,047 to \$189,499¹	Class Code: 3523 or 3524
Posting:	Internal and External Audience	Occup. Category: Legal
Travel:	Up to 10%	Shift: Day
Opening Date:	June 27, 2025	Close Date: September 30, 2025

GENERAL DESCRIPTION

Performs complex and high-level legal, administrative, and professional responsibilities within the Department. Provides strategic direction and oversight of key administrative functions, including human resources, procurement, and credit union application processes. Interprets and applies relevant laws, statutes, and regulations; advises the Commissioner and staff on legal matters. Prepares and reviews legal opinions, briefs, administrative rules, and proposed legislation. Responds to member complaints and inquiries related to credit unions with professionalism and discretion. Develops, implements, and updates internal policies and procedures to ensure operational efficiency and legal compliance. Prepares and manages cases for administrative enforcement actions. Represents the agency at meetings, public hearings, and other official engagements. Serves as the agency's liaison with the Office of the Attorney General and coordinates on legal matters as needed.

GENERAL DUTIES AND RESPONSIBILITIES

- Provides legal counsel, consultation, and technical guidance to the Department on matters of law and regulatory compliance.
- Acts as the primary point of contact for inquiries related to laws, regulations, and guidance concerning credit union operations.
- Oversees the processing and resolution of complaints against regulated credit unions, ensuring timely and appropriate adherence to applicable legal requirements.
- Drafts and reviews correspondence related to complex complaint matters.
- Directs and supervises key administrative functions of the Department, including purchasing, records management, human resources, procurement, fiscal note preparation, and legislative coordination.
- Reviews and evaluates credit union applications to ensure consistency with statutory and regulatory requirements.

¹ Compliance Analyst III: Salary is contingent upon experience of selected candidate

- Supervises and assesses assigned personnel to promote goal achievement, legal compliance, and effective implementation of policies and procedures.
- Leads the development, review, and implementation of administrative rules, policies, procedures, and internal guidance materials.
- Ensures the accurate and timely submission of statutorily mandated reports.
- Represents the agency as a speaker, panelist, or official delegate in engagements with the credit union industry, legislative bodies, media, and other state and federal regulatory agencies.
- Performs additional duties as assigned.

MINIMUM QUALIFICATIONS

- Juris Doctor (J.D.) degree from an accredited law school.
- Licensed to practice law in the State of Texas.
- Member in good standing with the State Bar of Texas.
- Demonstrated legal experience, including strong knowledge of legal principles, practices, procedures, and the laws, regulations, and rules relevant to the agency's jurisdiction.
- Proficient in legal writing, mediation, and negotiation.
- Strong interpersonal skills with the ability to establish and maintain effective working relationships with agency staff, external stakeholders, and the public.
- Ineligibility: Individuals required to register as a lobbyist under Chapter 305 of the Texas Government Code are prohibited from serving as general counsel.

PREFERRED QUALIFICATIONS

- Minimum of four years of experience as a licensed attorney with a financial regulatory agency or financial institution.
- In-depth knowledge of laws governing financial institutions and administrative law.
- Proven experience in counseling, conflict resolution, or alternative dispute resolution processes.
- Demonstrated leadership in managing and supervising professional staff.
- Strong understanding of business and management practices, including strategic planning, budgeting, financial operations, and effective leadership methodologies.

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.

MILITARY OCCUPATIONAL SPECIALTY CODES

Veterans: The following resources provide valuable information and additional job opportunities:

- **Military to Civilian Occupation Translator:**
<http://www.careerinfonet.org/moc/>
- **Texas Veterans Commission Employment Assistance:**
<https://www.tvc.texas.gov/employment/veterans/>

The State Auditor's Office has published updated state job descriptions and the Military Crosswalk, which are available on their website:

<http://www.hr.sao.texas.gov/CompensationSystem/JobDescriptions> . Additionally, the related Conversion Manual can also be accessed on their website at:
<http://www.hr.sao.texas.gov/CompensationSystem/ConversionManual> .

ADA ACCOMMODATIONS

In compliance with the Americans with Disabilities Act ([ADA](#)), CUD will provide reasonable accommodation during the hiring process for individuals with a qualifying disability. If reasonable accommodation is needed to participate in the interview process, please notify the person who contacts you to schedule the interview. If you need assistance completing the on-line application, contact the Staff Services Officer, Biancaja Sugars, at 512-837-9236 or via email at CUD_HR@cud.texas.gov.

PRE-EMPLOYMENT CHECKS AND WORK ELIGIBILITY

- **Citizenship:** Consistent with the Immigration Reform and Control of 1986 and other applicable laws, all offers of employment are contingent upon the candidate having legal authorization to work in the United States.
- **Driver's License:** Final applicants must possess or obtain within 90 days a valid Texas Driver's license. Satisfactory driving records are required for driving any vehicle to

conduct agency business. Final applicants must certify that personally owned vehicles used for agency business have Texas minimum liability coverage and valid state inspection sticker.

- **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.
- **Records Check:** Final applicants will be subject to an employment credit check, driving record check, and criminal background check. This position requires that the incumbent demonstrate strong personal financial responsibility and integrity.
- **Non-Smoking Agency:** The Department is a non-smoking Agency. Smoking is not permitted in agency offices.
- **Application Requirements:** Applicants must submit a completed State of Texas Employment Application to be considered. Resumes may accompany an application but do not substitute for the application.
- **Benefits:** CUD offers insurance coverage and other benefits available through the [State of Texas Group Benefits Plan](#) administered by the Employee Retirement System of Texas (ERS).

SUBMIT APPLICATIONS TO

Please direct applications to **Biancaja E. Sugars**, Staff Services Officer, Credit Union Department, via email at [CUD_HR@cud.texas.gov](mailto:CUD_HR@ cud.texas.gov), mail to 914 East Anderson Lane, Austin, TX 78752-1699, or fax to (512) 832-0278. Alternatively, you may submit your application through WorkinTexas.com. All applications must be received by 5:00 p.m. on the closing date. [State applications](#) can be obtained from either the [Credit Union Department](#) website or WorkinTexas.com.

The Credit Union Department is an Equal Employment Opportunity Employer and strictly prohibits discrimination based on race, color, religion, sex, national origin, veteran status, age, or disability in employment or the delivery of services. Individuals with disabilities who require reasonable accommodation will not be excluded from consideration based on their disability. Applicants in need of reasonable accommodation during the application process should contact the Staff Services Officer at (512) 837-9236.

Nearest Major Market: Austin