



Working title: Senior Contracts Attorney

Class title: Attorney V

Posting No.: 0312-26

Opening Date: 03/23/2026

Closing Date: Open Until Filled

Location: Bush Building, 1801 Congress Ave., Austin, TX 78701

Class Code: 3506

FLSA: Professional-Exempt

Salary Group/Salary: B30, \$112,047.00 - \$150,520.08/yr.

Division: General Counsel-Legal Services

Number of positions: 1

General Description

Performs highly advanced (senior-level) legal transactional work to support the agency's business and regulatory activities. Work involves directing and planning legal activities; overseeing the preparation of legal documents; interpreting laws and regulations; and rendering legal advice and counsel. This position has the lead responsibility for advising agency staff on procurement and contracts matters. Plans, directs, reviews, and/or assigns the work of others. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment. This position reports to the General Counsel.

Essential Job Functions

- Principal job function is to perform legal transactional work to support the agency's business and regulatory activities.
- Advises agency staff on procurement and contracts matters.
- Directs, organizes, and coordinates legal and administrative functions.
- Formulates, coordinates, and establishes policies and procedures.
- Advises staff and the public on legal matters and the interpretation and application of laws and regulations.
- Prepares and oversees the preparation of legal opinions and briefs, contracts, proposals, and reports.
- Prepares drafts of agency administrative rules, conducts public rulemaking hearings, receives public comment, and prepares rules for adoption by the Commission.
- Prepares appeals of decisions and orders.
- Reviews or conducts administrative, regulatory, evidentiary, and enforcement hearings and prepares related documents.
- Reviews drafts of laws, rules, and regulations affecting agency operations and bills or amendments for legislative consideration.
- Provides litigation support and makes appearances before the State Office of Administrative Hearings, as needed.
- Assists in resolving substantive and procedural issues.
- Plans, directs, reviews, and/or assigns the work of others.
- Performs related work as assigned.

Required and Preferred Qualifications

- Graduation from an accredited law school with a Bachelor of Law (LL.B.) or Juris Doctor (J.D.) degree is required.
- Currently licensed to practice law in the State of Texas and in good standing is required.
- Five years of experience as an attorney in a governmental agency is required; may substitute comparable private experience practicing before administrative agencies on a year-for year basis.
- Willingness to work extra hours is required. (Extra hours include evenings, weekends, and/or holidays.)
- Willingness to travel up to 10% for work-related purposes is required.
- Five years of experience in contract and government procurement law is preferred.
- Texas Comptroller of Public Accounts CTCM certification is preferred.
- Experience with personal computers, including Microsoft Office software, legislative, and legal programs is preferred.
- Experience reviewing and revising large procurements and negotiating contracts is preferred.
- Experience advising procurement evaluation teams is preferred.
- Experience in legal research, writing, and analysis and preparing legal opinions is preferred.
- Experience in analyzing and solving legal problems; interpreting law and regulations; dealing effectively and tactfully with others and addressing an audience is preferred.
- Experience in Texas administrative law is preferred.
- Experience with the Texas Public Information Act is preferred.

Knowledge, Skills, and Abilities

- Knowledge of legal principles, practices, and proceedings; and of laws, regulations, and rules relating to the agency.
- Knowledge of contract and government procurement law.
- Skill in accessing and obtaining information from computerized legislative and legal databases.
- Skill in legal research, writing, and analysis.
- Ability to plan and/or assign the work of others.
- Ability to conduct hearings; to prepare opinions and briefs; to prepare cases for trial; to conduct research; to summarize findings; to interpret and apply laws; and to use legal reference materials.
- Ability to communicate effectively.
- Ability to deal effectively and tactfully with others.
- Ability to effectively address an audience.
- Ability to establish and maintain effective working relationships with agency management, other agency employees, vendors, other government officials, and the public.
- Ability to develop, interpret, and apply Lottery laws, policies, procedures, and regulations.
- Ability to exercise good judgment in appraising situations and making sound decisions.
- Ability to work in a high-pressure environment and meet time sensitive deadlines.

Physical and Mental Requirements

- Must be able to sit or stand for extended periods of time, work under deadlines, and operate standard office equipment and computer software.

Military Occupational Specialty Codes:

Veterans, Reservists, or Guardsmen with a MOS or additional duties or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are encouraged to apply.

Additional Military Crosswalk information can be accessed at:

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf

HOW TO APPLY

To apply for a position, you must submit your application, resumé, and TDLR agency required application questions either online through the Texas Workforce Commission's WORKinTEXAS.com website at <https://www.workintexas.com> **or** to TDLR via email at: jobs@tdlr.texas.gov by the closing date stated on the job posting. For applications submitted via email, please list the job posting title and job posting number in the subject line. Applications submitted must be received the posting's closing date. When a job posting is listed as "Open Until Filled", it is best to apply as quickly as possible, as the posting may close or be placed on hold at any time with or without prior notification. Applications will NOT be accepted via mail, fax, or hand delivery. Incomplete applications may not be considered. If you desire an acknowledgement of the receipt of your application, you should apply via WorkInTexas and one should be auto generated by TWC. Only applicants interviewed will be notified of their selection or non-selection. All candidates recommended for IT, Lottery, and Bingo positions will be subject to an extensive criminal background investigation, including fingerprinting.

SELECTIVE SERVICE REGISTRATION

In accordance with legislation effective September 1, 1999, male candidates aged 18 to 25 are required to show proof of selective service registration (or exemption) prior to an offer of employment. Such proof is not required to be filed with an application but must be provided upon request by the Human Resources office.

E-VERIFY

This employer participates in E-Verify and will provide the Social Security Administration (SSA) and if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

TDLR is not considering applications from individuals who require sponsorship for an employment visa, including those currently on student or post-graduate visas. All candidates must be approved to work in the United States by E-Verify and must present the needed documentation upon request.

TDLR IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

In compliance with the Americans with Disabilities Act (ADA), TDLR will provide reasonable accommodation. If you are scheduled for an interview and require reasonable accommodation in the interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request.