



## OFFICE OF INJURED EMPLOYEE COUNSEL

### Austin Central Office (Metro)

7551 Metro Center Drive, Suite 100, Austin, Texas 78744  
(512) 804-4170 | F: (512) 804-4181 | [oiec.texas.gov](http://oiec.texas.gov) | @OIEC

The Office of Injured Employee Counsel does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of services. Any request for reasonable accommodation needed during the application process should be communicated by the applicant to staff in the application area.

***Must submit a State of Texas application to [OIECInbox@oiec.texas.gov](mailto:OIECInbox@oiec.texas.gov)  
Resumes are not accepted in lieu of application.***

#### **Veterans' Preference:**

**In order to receive a Veterans' preference, the following documents, as applicable, and MUST accompany the State of Texas Application:**

- a copy of the DD 214, member #4;
- a statement of compensation from the Veterans Benefits Administration; or
- a copy of the DD 1300.

Applicable Military Occupational Specialty (MOS) codes are included, but not limited to the following: 27, 250X, LGL10, 04, 4402, 44, 51JX, 51

Additional Military Crosswalk information can be accessed at:

[http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_Legal.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf)

### **Current Opportunity:      Assistant General Counsel**

The Assistant General Counsel works under the general direction of the OIEC General Counsel. Work involves interpreting laws, regulations, and rules; preparing legal documents and agency administrative rules; and rendering legal advice and counsel. The Assistant General Counsel acts as a subject matter expert on workers' compensation issues for staff in twenty-one field offices throughout the state. Trains field office staff on workers' compensation issues. Drafts appeals of workers' compensation administrative decisions. Provides employment law guidance to managers and supervisors. May train, coordinate, and lead the work of others.

#### **This position:**

- advises on the interpretation and application of workers' compensation law and regulations;
- reviews laws, rules and regulations affecting agency operations and administration;
- drafts legal documents, bills, administrative rules, and amendments for legislative consideration;
- assists management with development of appropriate legal solutions related to the agency's internal business operations;
- may conduct interviews to obtain facts of a case; and
- may advise agency management on programs and issues involving legal risks.

#### **Qualifications:**

Graduation from an accredited law school with a LLB or JD degree.

#### **Additionally, this position requires:**

- four years full-time, wage-earning experience as a licensed attorney;
- two years' experience in a general counsel's office or as an assistant attorney general representing a state agency in civil litigation;
- license to practice law in the State of Texas; and
- good standing with the State Bar of Texas.



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#### Preferences for this position include:

- experience as an assistant general counsel in the public sector;
- knowledge of Texas Workers' Compensation Act, Division of Workers' Compensation (DWC), and OIEC rules, policies and procedures;
- knowledge of federal and state employment law; and
- experience with open records requests.

#### This position requires demonstrated knowledge of:

- legal principles and practices.

#### This position requires demonstrated skill in:

- Microsoft Office (Word, Excel, PowerPoint and Outlook); and
- legal research, writing and analysis.

#### This position requires the demonstrated ability to:

- manage multiple, competing priorities;
- draft legal documents, reports and correspondence; and
- establish and maintain effective working relationships with a variety of individuals and groups.

*Criminal background checks will be conducted on all final candidates. An applicant who has been convicted of a criminal offense relevant to the position may be disqualified from employment.*

#### Job Details:

Opening Date:	09/09/2016
Functional Title:	Assistant General Counsel
Classification Title:	General Counsel I
Status:	Internal/External – OIEC Employees and the General Public
Application Deadline:	Until Filled
Pay Group:	B23
Monthly Salary:	\$5,400.00 - \$5,833.35
Annual Salary:	\$64,800.00 - \$70,000.20
Job Posting Number:	17-013
Location:	7551 Metro Center Drive, Suite 100, Austin, Texas 78744 (Central Office)
Travel Required:	25%