

TEXAS BOARD OF NURSING JOB VACANCY ANNOUNCEMENT

To apply, complete a State of Texas Application at WorkinTexas.com

Job Title	Attorney 3	Closing Date	When Filled
Reports To	Deputy General Counsel	Posting Number	21-4
Salary Group	B25 \$5,258.66 to \$6,750.00 per month	Schedule	Full Time
Insurance Waiting Period	At least 60 days from start date	Travel	Must be willing to travel within the State of Texas

Military Crosswalk

Army	27A	Navy	250X SC
Air Force	3F1X1, 3F5X1	Marines	4402, 4405, 4406, 4407, 4408, 4409, 4410, 4417
Coast Guard	LGL10		

General Description

This is primarily a volume litigation position involving caseload management before the State Office of Administrative Hearings. Additionally, performs highly responsible professional legal and administrative work for the Board of Nursing. Handles routine and occasional complex and/or unusual legal cases. Interprets laws and regulations; gives legal advice; prepares and reviews opinions, briefs and other legal documents; consults with agency General Counsel, trial attorneys and maintains liaison with the AG's office. Works under administrative direction of the agency General Counsel with wide latitude for individual professional action and decision.

Duties and Responsibilities

Is administratively responsible to the agency General Counsel. Works in a collegial relationship with the agency's division directors, nursing consultants and investigators. Reviews all cases for potential disciplinary action, in conjunction with the board's investigators. Advises the board's investigators regarding evidence needed to prove charges. Prepares, in conjunction with the board's investigators, Charges, Notices of Hearings, Agreed Board Orders, Board Orders, Interrogatories and other legal documents relating to formal and informal disposition of contested cases and administrative proceedings. Files Charges in accordance with applicable law and rules of the agency. Examines and verifies the qualifications of expert witnesses. Conducts informal conferences and disciplinary hearings to adjudicate violators of the nurse practice act and rules governing the practice of nursing. Conducts discovery, in conjunction with the Assistant Attorney General. Monitors appeals, injunctions, or civil litigation handled by the Assistant Attorney General. Monitors the development and enactment of state and federal laws and rules which have an impact upon the practice of nursing or the Board of Nurse Examiners. Drafts rule changes, with assistance of appropriate agency staff. Responds to requests for Open Records information. Monitors the board's compliance with the Administrative Procedure and Texas Register Act, Open Meetings Act, Open Records Act and Nurse Practice Act. Provides assistance and maintains liaison with Attorney General's office, appropriate local, state and federal prosecutors, and other enforcement agencies involved in the investigation or prosecution of registered nurses and imposters. Drafts requests for AG opinions and responses to AG Opinion Requests, with assistance of appropriate agency staff. Keeps administration informed of changes in federal and state laws that affect the regulation of nursing education and practice and licensing and licensing examinations. Provides information, interpretations, and explanations of Nurse Practice Act and rules to board members, agency staff, and agency constituencies. Conducts or assists in conducting presentations to professional groups. Provides legal advice regarding personnel matters. Will prepare and present cases to the State Office of Administrative Hearings. Performs work related duties as required.

Knowledge, Skills and Abilities

Thorough knowledge of federal and state laws affecting the agency; of agency policies and regulations. Comprehensive knowledge of administrative and criminal laws and procedures. Thorough knowledge of rules of evidence, civil procedures, and discovery and investigative procedures. Problem solving and reasoning skills to recommend courses of action based on interpretation and application of court decisions, laws, rules and procedures. Skilled in writing clear, accurate opinions and briefs. Ability to communicate clearly, both verbally and in writing. Ability to deal with professionals under adversarial conditions. Ability to meet rigid deadlines.

Education and Experience Requirements

Must possess a Juris Doctor degree from an accredited institution. Must be licensed as an attorney by the Supreme Court of Texas. Should have two to five years experience in administrative, civil, and/or criminal law proceedings. Previous experience in the health care field, particularly with the Nurse Practice Act, is desirable. A strong academic background may substitute for experience in administrative law and/or healthcare law.

Environment/Physical Conditions

This position is based in our downtown office in Austin, Texas. The work for this position will be primarily performed in this downtown office location, but occasional travel may be required. Work typically takes place in an environmentally controlled office setting.

How To Apply

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The Texas Board of Nursing is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, genetic information, or status as an individual with a disability or protected veteran in its hiring and recruitment process. Veterans' and former foster youth employment preferences are granted as required by law.