

TEXAS BOARD OF NURSING JOB VACANCY ANNOUNCEMENT

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

Job Title	Law Clerk	Closing Date	When Filled
Reports To	Deputy General Counsel	Posting Number	21-10
Salary Group	\$2,047.25 per month	Schedule	PART TIME , 20 hours per week
Insurance Waiting Period	At least 60 days from start date	Travel	None

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

Performs complex (journey-level) legal research and analysis work. Work involves examining, preparing, and evaluating legal documents, conducting legal research, and providing assistance to attorneys. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

Duties and Responsibilities

Conducts legal research primarily in administrative law, also conducts research civil and criminal law and researching points of law involved in hearings to determine the validity and completeness of cases cited. Prepares and edits legal documents. Previews and analyzes legal documents, records, and motions. Makes presentations and participates in case conferences. Assists attorneys in preparing cases for litigation and in preparing investigations. Assists attorneys in providing legal advice, counsel and assistance to clients. May assist in drafting bills and amendments for legislative consideration. May review cases for jurisdictional deficiencies and procedural compliance. May draft memoranda and administrative rules for the Texas Register. Performs related work as assigned.

Knowledge, Skills and Abilities

Knowledge of legal principles, practices, and proceedings; and of agency laws, regulations, and rules.
 Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems; and in the use of a computer and applicable software
 Ability to prepare legal documents; to interpret and apply laws, rules, and regulations; to conduct research; to summarize findings; and to communicate effectively.

Education and Experience Requirements

Experience in legal work. Enrolled in an accredited law school or graduation from an accredited law school with a Bachelor of Laws (LLB) or a Juris Doctor (JD) degree. Experience and education may be substituted for one another.

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 some telework may be allowed. Work typically takes place in an environmentally controlled office setting.

How To Apply

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

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.