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| **Posting Type:** | Open to All Applicants | | |
| **Category:** | Legal | **FLSA Exempt/ Non-Exempt:** | Exempt |
| **Agency:** | Dept of Family & Protectve Svc | **Department:** | Legal Regional Staff |
| **Job Title:** | Legal CPS Regional Attny IV | **Posting Number:** | 439322 |
| **Full Time/Part Time :** | Full Time | **Regular/Temporary:** | Regular |
| **Job Location:** | 1200 E COPELAND RD STE 400 | **City:** | ARLINGTON |
| **Contact:** | AccessHR Service Center | **Telephone:** | 888-894-4747 |
| **Salary Range:** | $5,258.66 - $5,258.66 | **Salary Group:** | B25 |
| **Shift:** | Days (First) | **Travel:** | 65% |
| **Closing Date:** | 2-1-2020 |  |  |
| **Job Description:** Legal CPS Regional Attny IV   Job description:  This position provides expertise, guidance, and instruction to DFPS staff relating to family law, civil litigation, and agency policy within the assigned area of responsibility. The position monitors the progress of Child Protective court cases and takes appropriate measures to ensure the timely and appropriate resolution of those cases. This position assists Child Protective Services in preparing cases and testimony for court. This position advises and counsels CPS staff, including caseworkers, supervisors, program directors, program administrators, agency attorneys. This position interacts routinely with DFPS staff, district/county attorneys, judges, community professionals, and the general public. As appropriate, this position may provide direct representation in court on legal cases. | | | |
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| **Essential Job Functions:** Essential Job Functions:  Advises staff on legal matters and interprets state and federal laws, regulations, Texas Administrative Code, and agency policies to assist in proper implementation. Advises county and district attorneys on legal matters and interprets state and federal laws, regulations, Texas Administrative Code, and agency policies to assist in proper implementation. May provide agency representation as appropriate and as needed. Provides legal training to agency staff. Prepares or assists in the preparation of legal opinions, briefs, legal pleadings, and reports. Assists in formulating, establishing, and coordinating office systems. Performs other duties as assigned. Promotes, monitors, and ensures that respect is demonstrated for cultural diversity. Attends work regularly in accordance with agency leave policy. | | | |
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| **Knowledge Skills Abilities:** Knowledge, Skills, Abilities:  Knowledge of family law, litigation, and civil practice. Knowledge of Texas case law, statutes, TAC. Must have excellent organizational skills. Must be flexible. Excellent written and verbal communication skills. Ability to synthesize state and federal law, administrative rules, agency policies and goals, and best practice guidelines to reach an appropriate interpretation. Ability to convey complex legal concepts and instructions clearly to staff. Ability to develop and maintain professional working relationships with agency staff and the legal community. | | | |
| **Registration or Licensure Requirements:** Licensed to practice law in the State of Texas | | | |
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| **Initial Selection Criteria:** Initial Screening Criteria:  Licensed to practice law in Texas. Must be in good standing with the Texas State Bar. Must have at least 2 years of practice experience in Family Law. | | | |
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| **Additional Information:** Additional Information:  This position will be based in Arlington, Texas but will cover counties that surround Dallas/Fort Worth | | | |
| **MOS Code:** Note: Military occupation(s) that relate to the initial selection criteria and registration or licensure requirements for this position may include: 27D, LN, 4400, 5J0X1. For more information see the Texas State Auditor’s Military Crosswalk at http://www.hr.sao.state.tx.us/Compensation/JobDescriptions.aspx. | | | |
| HHS agencies use E-Verify. You must bring your I-9 documentation with you on your first day of work.  In compliance with the Americans with Disabilities Act (ADA), HHS agencies will provide reasonable accommodation during the hiring and selection process for qualified individuals with a disability. If you need assistance completing the on-line application, contact the HHS Employee Service Center at 1-888-894-4747. If you are contacted for an interview and need accommodation to participate in the interview process, please notify the person scheduling the interview. | | | |
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