

Job Description

Open Government Attorney (00021943)

Organization: TEXAS DEPARTMENT OF MOTOR VEHICLES

Primary Location Texas-Austin

Work Locations:

4000 Jackson Ave Bldg 1
Austin 78731-6007

Job Legal

Employee Status Regular

Schedule Full-time

Standard Hours Per Week: 40.00

State Job Code: 3504

Salary Admin Plan: B

Grade: 25

Salary (Pay Basis) 5,258.66 - 8,624.25 (Monthly)

Number of Openings 1

Overtime Status: Exempt

Posting Date Mar 11, 2022

Closing Date Ongoing

Description

To apply for this position, complete an on-line application either through the [Applicant Career Section](#) through [WorkInTexas](#). TxDMV does not accept paper applications.

Applicants who require an accommodation for the interview process should contact Human Resources at 512.465.4043 when contacted to schedule an interview.

GENERAL DESCRIPTION

Our mission at the Texas Department of Motor Vehicles (TxDMV) is to serve, protect and advance the citizens and industries in the state with quality motor vehicle related services. We are a dynamic state agency dedicated to customer service, consumer protection and the success of motor vehicle-related industries.

Performs highly complex (senior-level) attorney work in support of the Texas Department of Motor Vehicles (TxDMV), Office of the General Counsel. This attorney will oversee and coordinate the agency response to Public Information Requests and subpoenas, draft and support implementation of, and training on, guidance, policies and systems designed to ensure departmental Public Information Act compliance including and drafting and reviewing administrative rules. Researches and provides legal advice of a variety of topics, including the Open Meetings Act, Public Information Act, and laws under the department's jurisdiction. Work involves the establishment of policies, procedures, guidelines, schedules, priorities, and methods for achieving compliance

with the Public Information Act including extensive coordination with divisions within the agency and external entities. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES

Acts as the department's Records Management Officer with responsibility for maintaining and re-certifying the department's records retention schedules, administering the department's records management program, and acting as a resource regarding records retention requirements.

Acts as the department's Public Information Act Officer, coordinating agency Public Information Act/Open Records requests and responses including records retrieval and requesting production of records.

Performs legal research and evaluates legal exemptions from production under the Public Information Act. Asserts legal exemptions to production by drafting requests for attorney general decision letters. Also responsible for evaluating Attorney General decision letters and providing legal advice and recommendations to the General Counsel on whether further legal action is warranted.

Coordinates with internal divisions and provides legal advice on issues relating to confidentiality of records, requests for production, requests for information, and program enhancements.

Serves as the department administrator for Public Information Act/open records, subpoenas, and other electronic records system, and is responsible for handling agency-wide records program related needs.

Participates in trainings for agency staff on public information requests and records retention. Participates in open records training of board members.

Provides legal advice regarding responses to inquiries, subpoenas, orders and requests for documents.

Assists with drafting agenda items for board meetings and provides legal advice on Open Meetings Act issues.

Researches legal issues as directed, and drafts legal opinions and advises the department on a broad range of legal issues, laws, rules, regulations, case law, opinions, decisions, and court orders

Assists in drafting administrative rules and managing rules projects as needed.

Determines and oversees appropriate actions regarding storage, retention, duplication, final disposition of agency records.

Analyzes proposed legislation/administrative rules related to the Open Meetings Act and Public Information Act records management; drafts/assists in drafting cost analyses/bill summaries; tracks/analyzes relevant legislation; and reviews state rule-making activities.

Performs other job-related duties as assigned.

COMPETENCIES

Composure - Is cool under pressure; does not become defensive or irritated when times are tough; is considered mature; can be counted on to hold things together during tough times; can handle stress; is not knocked off balance by the unexpected; doesn't show frustration when resisted or blocked; is a settling influence in a crisis. (11)

Timely Decision Making - Makes decisions in a timely manner, sometimes with incomplete information and under tight deadlines and pressure; able to make a quick decision. (16)

Decision Quality - Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought by others for advice and solutions. (17)

Ethics and Values - Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches. (22)

Functional/Technical Skills - Has the functional and technical knowledge and skills to do the job at a high level of accomplishment. (24)

Listening - Practices attentive and active listening; has the patience to hear people out; can accurately restate the opinions of others even when he/she disagrees. (33)

Negotiating - Can negotiate skillfully in tough situations with both internal and external groups; can settle differences with minimum noise; can win concessions without damaging relationships; can be both direct and forceful as well as diplomatic; gains trust quickly of other parties to the negotiations; has a good sense of timing. (37)

Peer Relationships - Can quickly find common ground and solve problems for the good of all; can represent his/her own interests and yet be fair to other groups; can solve problems with peers with a minimum of noise; is seen as a team player and is cooperative; easily gains trust and support of peers; encourages collaboration; can be candid with peers (42)

Priority Setting - Spends his/her time and the time of others on what's important; quickly zeroes in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks; creates focus. (50)

Problem Solving - Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answer. (51)

Time Management - Uses his/her time effectively and efficiently; values time; concentrates his/her efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities. (62)

Written Communication - Is able to write clearly and succinctly in a variety of communication settings and styles; can get messages across that have the desired effect. (67)

ADDITIONAL INFORMATION

Job offer and continuation of employment is contingent upon:

- Proof of education and experience listed on the application.
- Eligibility to work in the United States.
- Satisfactory results from a pre-employment criminal history background check and driver's record check.
- Compliance with Selective Service registration for males ages 18-25.

Veterans:

If selected for the position the following must be provided for proof of veterans' preference:

- Veteran must provide form DD 214
- Surviving Spouse or Orphan must provide DD 1300 or DD 214.

Military Occupational Specialty (MOS) codes that may correspond to the state classification title for this position are listed on the [State Auditor's Office Job Descriptions](#); click on the occupational category for the position. Additional MOS can be found at the State Auditor's Office [Military Crosswalk Guide](#).

The [Texas Veterans Commission](#) provides helpful employment information.

Submission of Application:

Your application should be complete and reflect all relevant education and experience. Omission of data can be the basis for disqualification; "See Resume" is not accepted in lieu of a completed online State of Texas application. Resumes may not be submitted in lieu of a completed State of Texas employment application, but may be considered as additional supplemental information. The resume must include employer name and dates of employment for relevant work experience to be considered by the hiring authority.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Qualifications

MINIMUM REQUIREMENTS

Education and Experience

Juris Doctorate degree from an accredited law school plus three (3) years professional legal experience with an emphasis in governmental or administrative law. Experience in open government and public information requests preferred. Must be licensed to practice law in the State of Texas and must be a member in good standing of the State Bar of Texas. (Experience requirements may be satisfied by full-time experience or the prorated part time equivalent).

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