



# Texas Facilities Commission

## Employment Opportunities

<b>JOB Vacancy Notice: FY 24-85</b>		
<b>Business Title: Contracts Attorney</b>		<b>State Classification: Attorney III-IV</b>
<b>Salary Group: B26-28</b>	<b>Salary: \$7,083.33-\$10,000.00 (month) \$85,000.00-\$120,000.00 (year)</b>	<b>Hours/Week: 8:00am-5:00pm, Mon.-Fri.</b>
<b>Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701</b>		
<b>Posting Date: 04/10/2024</b>	<b>FLSA Status: Exempt</b>	<b>Hours: 40</b>
<b>Closing Date: Open until filled</b>	<b>Shift Differential: N/A</b>	<b>Openings: 1</b>
<b>Division: General Counsel</b>		<b>Program: General Counsel</b>

**Note: To apply for a state agency job with TFC, you must complete the electronic State of Texas Uniform Application for Employment through [www.WorkInTexas.com](http://www.WorkInTexas.com).**

### **JOB SUMMARY:**

Performs highly complex (senior-level) legal work with respect to the agency’s procurements, contracting, and enforcement of contracts, to ensure agency and contractor compliance with state laws and regulations regarding contracts. Experience with contract drafting, review, and negotiation is required. Experience with construction related contracts, such as construction manager-at-risk, design-build, and architect/engineer professional services contracts, preferred, but not required. Works under limited to minimal supervision, with considerable latitude for the use of initiative and independent judgment. Involves overseeing the execution of large scope and high-dollar contracts. This position is eligible for telework on a partial basis.

### **ESSENTIAL FUNCTIONS:**

- Drafts various types of contracts in support of the agency’s functions, such as construction, professional services, property management, building maintenance services, landscaping, security, custodial, waste management, border infrastructure and technology.
- Oversees the development of contract renewal and amendment language.
- Provides legal review and advice regarding contracting, procurement, and enforcement matters.
- Advises agency staff on state contract laws and regulations.
- Collaborates with program managers and procurement staff to develop contracts.
- Reviews specifications prepared by programs for solicitations and drafts contract templates for inclusion in solicitations.
- Prioritizes, assigns, and/or supervises the work of Contract Specialists.
- Serves as primary inter- and intra-agency contracting liaison.
- Ensures compliance with agency policies regarding delegated authority limits.
- Reviews and analyzes legislation related to procurement and contracting and implements changes to requirements when needed.
- May provide legal assistance on adverse actions involving contracts.
- May participate in development of policies, rules, procedures, and forms.
- Assists in the development of a framework for document retention for physical and electronic files.
- Performs additional duties as assigned, including, but not limited to, researching legal issues affecting the agency, drafting substantive legal documents, including opinions, briefs, and memoranda, when needed, and assisting other attorneys or staff.
- Cooperates with internal or SAO audits and works to resolve any audit findings and recommends appropriate dispositions.



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## **EDUCATION AND EXPERIENCE**

- Graduation from an accredited four-year college or university.
- Graduation from an accredited law school with a Juris Doctor (JD) degree.
- Licensed to practice law in the State of Texas. Member in good standing of the State Bar of Texas.
- Five years of extensive and progressively responsible legal and administrative experience.

## **MINIMUM QUALIFICATIONS:**

- Knowledge of fundamentals of contract law, Texas government procurement law, and Texas state agency contracts.
- Experience in government contract drafting, development, review, and negotiation.
- Skill in efficient legal research including use of Westlaw and other internet legal research. Skill in conducting research, summarizing findings, and using legal reference materials. Skill in foreseeing legal implications of contract terms and procurement and contract actions and providing legal advice accordingly.
- Skill in effective oral and written communication. Writing sample required at time of application.
- Ability to work effectively and cooperatively with a variety of individuals and groups.
- Attends work regularly in compliance with agreed-upon work schedule.
- Complies with all agency policies and procedures, including those pertaining to ethics and integrity.

## **PREFERRED QUALIFICATIONS:**

- Experience supervising the work of others.
- Experience with contracting for large scale construction projects.
- Familiarity with state HUB programs.
- Experience drafting and implementing agency policies.
- Skill in organizing and expressing complex legal problems clearly and concisely both orally and in writing.
- CTCM and/or CTCD certifications.

## **KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of legal principles, practices, and proceedings; state and federal laws, rules, and regulations; and agency administrative procedures.
- Skill in legal research, writing, and analysis; in the use of computer and applicable software; in applying reasoning and logic; in identifying and solving complex problems; in prioritizing workloads; and in using judgement to identify courses of action.
- Ability to supervise others.
- Extensive knowledge of state laws regarding procurement and contract management practices.
- Ability to communicate effectively, both orally and in writing.
- Ability to collaborate with staff, executive leadership, contractors, and other state agencies to resolve contracting issues. Skill in working collaboratively and cooperatively with clients, other government officers and employees, and stakeholder groups.
- Proficient in the use of personal computers and applicable programs, applications, and systems.

## **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

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Office 512-463-3433



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- Ability to organize and manage multiple priorities.
- Demonstrate ability to adhere to departmental policies and procedures, and the laws controlling state purchasing and contracting operations.
- Ability to provide outstanding customer service.

## **PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:**

This classification functions in a standard office environment. There are no unusual dangers involved, but the position will have exposure to dust, environmental allergens, pathogens, and other microorganisms consistent with business activities and human contact. The position holder must be able to work effectively with people under varying conditions, must be able to work extended periods at a computer, and must be able to work longer than eight hours in a work-day as necessary. Physical requirements also include the ability to move items up to 30 lbs. and perform tasks requiring fine motor skills and coordination.

**Veterans:** Use your military skills to qualify for this position and others at TFC. Go to [www.texasskillstowork.com](http://www.texasskillstowork.com) to translate your military experience, training, and formal education into civilian job terms, qualifications, and skill sets.

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 27A Judge Advocate General Corps Army, 250X SC-Judge Advocate General Corps, LGL10 Legal, 4402 Judge Advocate, 51JX Judge Advocate or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Please call Human Resources at (512) 463-1717 with questions or for additional information.

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)

**Incomplete applications will not be considered.**

## **Conditions of Employment:**

Initial screening is based on the Education and Experience minimum qualifications defined in the job posting. Interviewee selection is based on applicant information explaining how they meet each Competency (Knowledge, Skills and Abilities) requirement. Follow application instructions and fill out application form completely for further consideration.

**If selected for interview, all veterans must provide a DD214 long form. Official transcripts or other minimum requirement validations will be requested at the time of interview.**

As part of its employment process, TFC may procure or have prepared a criminal background check. An applicant with an unsatisfactory criminal background check report is ineligible to be hired for the position for which the report is initiated.

Driver's record check will be conducted by the agency. Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business. CDL "Drivers" must consent to TFC's Drug and Alcohol Testing Policy against the illegal use of alcohol and drugs.

If hired, employee must provide document(s) within three (3) days of hire date that establish identity and employment eligibility. A complete list of acceptable documents is on file with the local Texas

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# Texas Facilities Commission Employment Opportunities

Workforce Commission office. We are unable to sponsor or take over sponsorship of an employment Visa.

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**Note:** Any male between the ages of 18 and 25 must show proof of registration with the Selective Service System before he can be selected for employment with the Texas Facilities Commission.

**WIT Job Number: 16537539**

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