

# THE MUSTANG

OFFICE OF CAREER SERVICES GRADUATE JOB BULLETIN

MAY 2012



#### STAFF

Karen C. Sargent–Assistant Dean  
Linda A. Hale–Director  
Steve B. Yeager–Director  
Wendy Wang–Associate Director  
Beth Lee–Assistant Director of Recruiting and Events

#### OFFICE HOURS

Monday–Friday •8:30 a.m.–5:00 p.m.

#### MAILING ADDRESS

SMU Dedman School of Law  
Office of Career Services  
P.O. Box 750112  
Dallas, TX 75275-0112

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SMU Dedman School of Law  
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3300 University Boulevard, Suite 300  
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**SMU** | DEDMAN  
SCHOOL OF LAW

## FIRMS & COMPANIES

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**Job Title:** Attorney  
**Position Type:** Full-time  
**Job Type:** Firms & Companies

**Location:** South (LA, TX, OK, AR)

**Employer:** Roberts & Roberts (Tyler, Texas)  
**Contact:** Randell C. Roberts  
118 W. Fourth St.  
Tyler, Texas 75701  
**Employer Email:** [randy@robertslawfirm.com](mailto:randy@robertslawfirm.com)  
**Employer Fax:** 903-597-1600  
**Phone Calls?:** no

**Job Description:** Roberts & Roberts, an AV-rated plaintiffs' personal injury law firm, needs an attorney to assist in the pre-suit resolution of injury claims as well as to assist senior attorneys in the preparation of major lawsuits for trial.

**Job Posting Date:** 4/19/2012  
**Job Posting End Date:** 7/1/2012

**Job Class Level:** 3L,4E,GRAD,LLM (General),LLM (Tax)  
**Graduate Level:** Recent JD Graduate,Recent JD Graduate w/Bar,JD w/1-3 years experience,JD w/4-6 years experience

**Resume Submission Method:** E-mail  
**Email for Resumes:** [randy@robertslawfirm.com](mailto:randy@robertslawfirm.com)  
**Required Documents:** Cover Letter,Writing Sample  
**Compensation Details:** Salary: \$75,000

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**Job Title:** Criminal Defense / Law Firm Marketing Internship  
**Position Type:** Summer  
**Job Type:** Firms & Companies

**Location:** South (LA, TX, OK, AR)

**Employer:** Peveto Law Office (McKinney, Texas)  
**Contact:** Andrew Peveto  
207 E. Lamar St.  
McKinney, Texas 75069  
**Employer Email:** [pevetolaw@gmail.com](mailto:pevetolaw@gmail.com)  
**Employer Fax:**  
**Phone Calls?:** no

**Job Description:** Trial lawyers of Peveto Law Office in McKinney, TX seek bright intern for the summer to assist with the handling of Criminal cases, client management, internet marketing, and law firm expansion. We need a confident, self-motivated problem solver interested in Criminal defense. Must work best in project/goal/deadline oriented environments with minimal oversight and high expectations. Candidate must be resourceful - able to accomplish objectives without step-by-step instructions. It is expected that the intern work 20-40 hours / week. Assignments may include various legal writing and research projects which can be done from anywhere. Someone with the flexibility to work in our McKinney office a couple days a week is strongly preferred.

Intern duties may include:

- Research legal issues / draft motions, subpoenas and website content
  - Attend Court settings with and without attorney
- Interface with "new consults" looking for an attorney (sales experience helpful)
- Learn the ins and outs of running a profitable legal practice
- Aid with collection of past due fees
- Help us expand and grow our legal practice to family law, personal injury, and will contests
  - Research various criminal law, family law, and personal injury related issues and draft legal memos and law summaries about your findings
  - Monitoring/editing/writing legal blog content

Minimum GPA: None.

Preferred Candidate Skills: (not necessary, but helpful)

- Business degree
- Success in sales positions
- Blogging experience (Wordpress)
- Active in Facebook, twitter, linked in
- Marketing experience (Internet SEO)
- Business experience
- Experience owning a company
- Familiarity with Sports Radio 1310 The Ticket (a local radio station with which we advertise)

**Job Posting Date:** 5/1/2012

**Job Posting End Date:** 5/25/2012

**Job Class Level:** 3L,4E,GRAD,LLM (General),LLM (Tax)

**Graduate Level:** Recent JD Graduate,Recent JD Graduate w/Bar,JD w/1-3 years experience

**Resume Submission Method:** E-mail

**Email for Resumes:** [pevetolaw@gmail.com](mailto:pevetolaw@gmail.com)

**Required Documents:** Cover Letter,Writing Sample

**Compensation Details:** \$500 - \$1,000 per week, depending on qualifications

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**Job Title:** Vice President for Corporate Development

**Position Type:** Full-time

**Job Type:** Firms & Companies

**Location:** South (LA, TX, OK, AR)

**Employer:** Thomas Title & Escrow ( Dallas, TX)

**Contact:** Frank W. Busch III

Dallas, Texas 75201

**Employer Email:** [fbusch@thomastitle.com](mailto:fbusch@thomastitle.com)

**Employer Fax:**

**Phone Calls?:** no

**Job Description:** Thomas Title & Escrow is an innovative provider of title insurance, real estate settlement and escrow services for foreign and domestic transactions. We specialize in assisting clients with commercial transactions that require extensive experience and a high level of sophistication. We are opening an office in Dallas to serve all of Texas. We have a very strong reputation with lawyers and law firms. We are looking for a lawyer to fill a very important public role: Vice President of Corporate Development. This role includes: -full time employment at our new office in Dallas; - development and maintenance of sales to new and existing clients for title insurance and related products; and -development of marketing programs and implementation of such programs. This role requires a candidate that is comfortable in many types of social and professional situations. While the position is primarily a sales and development role, a successful candidate will also help advise Texas team members on real estate and insurance law matters in connection with client transactions.

Real estate, financial services experience; worked for AM Law 200 firm is preferred.

Strong networking and sales skills; knowledge of Texas real estate and/or banking sector is required.

**Job Posting Date:** 4/30/2012

**Job Posting End Date:** 5/31/2012

**Job Class Level:** GRAD

**Graduate Level:** JD w/1-3 years experience,JD w/4-6 years experience,JD w/6+ years experience

**Resume Submission Method:** E-mail

**Email for Resumes:** [fbusch@thomastitle.com](mailto:fbusch@thomastitle.com)

**Required Documents:** Cover Letter

**Compensation Details:** Paid

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**Job Title:** Legal Counsel

**Position Type:** Full-time

**Job Type:** Firms & Companies

**Location:** South (LA, TX, OK, AR)

**Employer:** Safran USA (Grand Prairie, TX)

**Contact:** Rachel Taylor

2850 Safran Drive

Grand Prairie, Texas 75052

**Employer Email:**

**Employer Fax:**

**Phone Calls?:** no

**Job Description:** About the Job

#### POSITION RESPONSIBILITIES

The Legal Counsel position is responsible for providing legal advice and counseling to Safran USA and its foreign and domestic affiliates relative to their activities within North America.

#### KEY AREAS OF RESPONSIBILITY

- Review, draft, and negotiate agreements on behalf of the Safran group, including, but not limited to: 1) supply agreements (both as supplier and purchaser), 2) service agreements (both as service provider and purchaser), 3) non-disclosure agreements and 4) employee and subcontractor related agreements.

Secondary responsibilities:

- Assist with corporate governance, management of outside counsel, development and provision of employee training programs, commercial real estate matters, intellectual property matters and other legal matters affecting the Safran group.
- Advise the Safran group's US based companies with respect to their international transactions, including coordinating with local counsel.
- Assist with joint venture, merger, acquisition and divestiture agreements.
- Provide advice in the areas of Uniform Commercial Code (UCC), Federal Acquisition Regulations (FAR), Defense Federal Acquisition Regulations Supplements (DFARS), and laws and regulations affecting international contracts, such as the Foreign Corrupt Practices Act (FCPA) and the International Traffic in Arms Regulations (ITAR).
- Advise the Safran group with respect to risk management and insurance matters.
- Management of employment and labor law matters as assigned.
- Assist with government inquiries regarding environmental or employee matters.
- Assist with the management of third-party disputes and litigation matters, including, but not limited to: 1) employment; 2) contract; 3) collections; and 4) bankruptcy-related matters.

#### EXPERIENCE, SKILLS AND QUALIFICATIONS

Education:

- Law degree from an accredited law school, member in good standing of a U.S. State or D.C. bar (Texas or New York preferred, but not mandatory).

Experience:

- 3-7 years of corporate/transactional legal practice in law firm or in-house legal group with the most recent in positions of progressive responsibility.

- Career focus on drafting and negotiating contracts.
- U.S. Government contract experience (as a prime or major subcontractor) a plus.
- Strong verbal and analytical skills.
- Strong written communication and interpersonal skills.
- Capable of working independently or as part of a team.
- Strong work ethic and integrity.
- Ability to communicate well with employees at all levels and in varied cultures.

Travel:

Occasional Travel is Required

Employment Equal Opportunity-M/F/D/V

**Job Posting Date:** 5/3/2012

**Job Posting End Date:** 5/31/2012

**Job Class Level:** GRAD,LLM (General)

**Graduate Level:** JD w/4-6 years experience

**Resume Submission Method:** Other (enter below)

**How to Apply:** Please apply at

<http://jobview.monster.com/Legal-Counsel-Job-Grand-Prairie-TX-109219450.aspx>

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**Job Title:** Associate Criminal Attorney - Immediate Hire

**Position Type:** Full-time

**Job Type:** Firms & Companies

**Location:** South (LA, TX, OK, AR)

**Employer:** Robinius, Sutton, & Harper, L.L.P. (Garland, TX)

**Contact:** Aaron Harper

1940 Forest Lane, Suite B

Garland, Texas 75042

**Employer Email:** [defendingdallas@gmail.com](mailto:defendingdallas@gmail.com)

**Employer Fax:** (214) 853-5200

**Phone Calls?:** no

**Job Description:** Our Associate Attorney position will work in all phases of our Criminal practice.

**Job Posting Date:** 5/14/2012

**Job Posting End Date:** 5/21/2012

**Job Class Level:** GRAD

**Graduate Level:** Recent JD Graduate w/Bar

**Resume Submission Method:** E-mail, Other (enter below)

**Email for Resumes:** [defendingdallas@gmail.com](mailto:defendingdallas@gmail.com)

**How to Apply:** Please email or fax your resume for immediate interview.

Email: [rshllplawoffice@gmail.com](mailto:rshllplawoffice@gmail.com)

Fax: 214-385-5200

**Compensation Details:** Paid/Negotiable

## GOVERNMENT

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**Job Title:** Assistant District Attorney

**Position Type:** Full-time

**Job Type:** Government

**Location:** South (LA, TX, OK, AR)

**Employer:** Hale County District Attorney's Office (Plainview, TX)

**Contact:** Christina McIntee

225 Broadway Suite 1

Plainview, Texas 79072

**Employer Email:** [cmcintee@halecounty.org](mailto:cmcintee@halecounty.org)

**Employer Fax:** 806-293-9618

**Phone Calls?:** no

**Job Description:** The Hale County District Attorney's Office is accepting applications for the following position:

Assistant District Attorney (Misdemeanor Division) - Acts as District Attorney in that person's absence; assists District Attorney in managing the caseload and personnel of the office; files, prepares, and presents cases in district and county courts; and drafts various legal forms and documents.

Please submit resume and cover letter to Attn: Christina McIntee, Hale County District Attorney's Office at 225 Broadway Street, Suite 1, Plainview, Texas 79072 or email to [cmcintee@halecounty.org](mailto:cmcintee@halecounty.org). Applications will be accepted until the position is filled.

**Job Posting Date:** 4/27/2012

**Job Posting End Date:** 5/25/2012

**Job Class Level:** GRAD

**Graduate Level:** Recent JD Graduate w/Bar, JD w/1-3 years experience, JD w/4-6 years experience, JD w/6+ years experience

**Resume Submission Method:** E-mail

**Email for Resumes:** [cmcintee@halecounty.org](mailto:cmcintee@halecounty.org)

**Required Documents:** Cover Letter

**Compensation Details:**

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**Job Title: Assistant Federal Public Defender**

**Position Type:** Full-time

**Job Type:** Government

**Location:** South (LA, TX, OK, AR)

**Employer:** Federal Public Defender, Southern District of Texas (Corpus Christi, TX)

**Contact:** Not available

606 North Carancahua, Suite 401

P.O. Box 23011

Corpus Christi, Texas 78403

**Phone Calls?:** no

**Job Description:** POSITION ANNOUNCEMENT No. 12-04

Assistant Federal Public Defender

Southern District of Texas

Corpus Christi Division

The Federal Public Defender, Southern District of Texas, is accepting applications for the position of Assistant Federal Public Defender to be stationed in the Corpus Christi branch office. The federal defender organization operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services in federal criminal cases and related matters by appointment from the court.

Requirements. An Assistant Federal Public Defender must be: (1) a graduate of an accredited law school, and admitted to practice in good standing before the highest court of a state; and

(2) licensed to practice in the U.S. District Court for the Southern District of Texas by the time of entrance on duty. Three to five years trial experience. Spanish language proficiency is strongly preferred for this position. Appointment is subject to a satisfactory background investigation including an FBI name and fingerprint check and an IRS tax check.

Duties. The assistant federal public defender will represent clients charged with federal criminal offenses and clients involved in other matters covered under the Criminal Justice Act.

The position requires travel for investigation, litigation, and training. Federal public defender attorneys may not engage in the private practice of law.

Selection Criteria. The successful applicant will have an established capacity or clearly demonstrated aptitude for excellence in criminal defense practice, a commitment to the representation of indigent accused persons, and a reputation for personal and professional integrity. Applicants must also possess the ability to communicate effectively with clients, witnesses, colleagues, staff, and court and agency personnel as part of their employment.

Experience in handling federal criminal cases is preferred.

Salary and Benefits. The salary of an assistant federal public defender is commensurate



with that of an assistant U.S. attorney with similar qualifications and experience. The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service.

The position does include regular Government employment benefits including health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

**How to Apply.** Qualified persons may apply by forwarding a letter of interest (mentioning announcement number 12-04), résumé, and representative writing sample. Legal experience should be described in detail. Send completed application to: Marjorie A. Meyers, Federal Public Defender, Southern District of Texas, 440 Louisiana St., Suite 1350, Houston, Texas 77002 or email in PDF format to [TXS\\_Employment@FD.ORG](mailto:TXS_Employment@FD.ORG). For applicants with disabilities, this organization provides reasonable accommodations, which are decided on a case-by-case basis. To request a reasonable accommodation for any part of the application or interview process, contact Administrative Officer Laura Dusthimer at (713) 718-4600. Position announced April 5, 2012 subject to the availability of funds; open until filled. The Federal Public Defender is an equal-opportunity employer.

**Job Posting Date:** 4/17/2012

**Job Posting End Date:** 5/18/2012

**Job Class Level:** GRAD,LLM (General),LLM (Tax)

**Graduate Level:** JD w/4-6 years experience

**Resume Submission Method:** Other (enter below)

**How to Apply:** Qualified persons may apply by forwarding a letter of interest (mentioning announcement number 12-04), résumé, and representative writing sample. Legal experience should be described in detail. Send completed application to: Marjorie A. Meyers, Federal Public Defender, Southern District of Texas, 440 Louisiana St., Suite 1350, Houston, Texas 77002 or email in PDF format to [TXS\\_Employment@FD.ORG](mailto:TXS_Employment@FD.ORG). For applicants with disabilities, this organization provides reasonable accommodations, which are decided on a case-by-case basis. To request a reasonable accommodation for any part of the application or interview process, contact Administrative Officer Laura Dusthimer at (713) 718-4600. Position announced April 5, 2012 subject to the availability of funds; open until filled.

**Required Documents:** Cover Letter,Unofficial Transcript

**Compensation Details:** The salary of an assistant federal public defender is commensurate with that of an assistant U.S. attorney with similar qualifications and experience. The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. The position does include regular Government employment benefits including health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

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**Job Title:** Attorney IV - Section Supervisor

**Position Type:** Full-time

**Job Type:** Government

**Location:** South (LA, TX, OK, AR)

**Employer:** State Counsel for Offenders, Texas Board of Criminal Justice (Huntsville, Texas)

**Contact:** Sonia Navarrete  
2503 Lake Road  
Huntsville, Texas 77340

**Employer Email:**

**Employer Fax:** 936-437-5293

**Phone Calls?:** no

**Job Description:** State Counsel for Offenders, within the Texas Department of Criminal Justice system, currently has an opening for an Attorney IV - Section Supervisor.

#### JOB SUMMARY

Performs highly complex attorney work. Work involves directing and planning legal activities; overseeing the preparation of legal documents; overseeing various hearings; interpreting laws and regulations; rendering legal advice and counsel; and supervising the work of others. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

#### ESSENTIAL FUNCTIONS

- A. Provides legal advice and counsel; provides representation for offenders; consults with attorneys, witnesses, offenders, and judges; prepares, attends, and participates in trials and hearings; and prepares and oversees the preparation of legal opinions, briefs, reports, and other legal documents.
- B. Advises staff on legal matters and on the interpretation and application of laws and regulations.
- C. Plans, organizes, and coordinates legal and administrative functions with a section.
- D. Maintains case management reporting systems; assists in formulating, coordinating, and establishing policies, procedures, rules, and regulations and monitors compliance; and oversees the production of records and information.
- E. Supervises the work of others; and provides training and technical assistance to attorneys and staff.

\* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

#### MINIMUM QUALIFICATIONS:

1. Graduation from a law school accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) with an LL.B or JD degree.
2. Five years full-time, wage-earning legal experience as a licensed attorney.
3. Litigation or criminal law experience preferred.
4. Experience in the representation of criminal defendants preferred.
5. Experience in the supervision of employees preferred.

6. Experience in the management and direction of legal programs preferred.
7. Must maintain a current active license to practice law in the State of Texas during employment with TDCJ through the State Bar of Texas or other appropriate Texas licensing authority.

\*Longevity Pay

\*Regular Service Retirement

\*Telephonic Interviews Will Not Be Accepted

\*Work Site Visits Will Not Be Conducted

\*No Study Material

\*Moderate Overnight Travel

\*\*This position is not authorized the Unit Pay Differential (UPD). Applicants receiving a Unit Pay Differential (UPD) entitlement will not retain the Unit Pay Differential (UPD) entitlement if selected for this position.\*\*

\*\*State Counsel for Offenders has only one position available. This position may be located in Huntsville, Conroe, or Austin. Applicants need only submit one application for employment and must indicate geographic availability.\*\*

\*Outside applicants will be required to submit to pre-employment drug testing as a condition of employment.\*

DEADLINE TO APPLY IS 5 p.m., MAY 18, 2012.

**Job Posting Date:** 5/10/2012

**Job Posting End Date:** 5/18/2012

**Job Class Level:** GRAD

**Graduate Level:** JD w/4-6 years experience, JD w/6+ years experience

**Resume Submission Method:** Other (enter below)

**Email for Resumes:**

**How to Apply:** Applicants must submit a State of Texas Application For Employment and the applicable supplement (outside applicants-TDCJ Application Supplement; inside applicants-Agency Applicant Summary) to the contact person:

Sonia Navarrete  
State Counsel for Offenders  
2503 Lake Road, Ste. 14  
Huntsville, TX 77340  
PH (936 437-5292)  
FAX (936 437-5293)

\*Applicants who fax an application are requested to fax both their State of Texas Application for Employment and the applicable supplement. Applicants who wish to submit their application with attachments should either hand deliver it to the contact person or send it via U.S. Mail or overnight delivery.\*

**\*\*Faxed applications must be complete and legible in order to be considered and must not have been sent from a fax machine located at a TDCJ unit or department.\*\***

Applications must be received by the contact person by 5:00PM on 05-18-2012. A complete job description and all application forms may be obtained at the above address or by viewing the Job Description. Job Descriptions are available in PDF format which maybe read with the free Adobe Reader.

**Compensation Details:** MINIMUM BASE SALARY:  
GR. B25-(\$5,104.50/Monthly)

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**Job Title:** Assistant Criminal District Attorney (Misdemeanor)

**Position Type:** Full-time

**Job Type:** Government

**Location:** South (LA, TX, OK, AR)

**Employer:** The Randall County Criminal District Attorney's Office (Canyon, TX)

**Contact:** Lacy Miller

2309 Russell Long Blvd. Suite 120

Canyon, Texas 79015

**Employer Email:** [lmiller@randallcounty.org](mailto:lmiller@randallcounty.org)

**Employer Fax:** 806-467-5566

**Phone Calls?:** no

**Job Description:** The Randall County Criminal District Attorney's office is seeking a prosecutor for the Misdemeanor Division. One of the main responsibilities associated with this position is handling Class A & B misdemeanor cases from the point of intake through trial. Applicant should be a self-starter who takes direction well and learns quickly. Applicant should be licensed to practice law in Texas. Starting salary is approximately \$50,000 or more depending on level of experience.

Applications are available on the Randall County website at:

[http://www.randallcounty.org/human\\_resources/jobopr.html](http://www.randallcounty.org/human_resources/jobopr.html).

**Job Posting Date:** 5/11/2012

**Job Posting End Date:** 6/11/2012

**Job Class Level:** GRAD,LLM (General),LLM (Tax)

**Graduate Level:** Recent JD Graduate w/Bar,JD w/1-3 years experience

**Resume Submission Method:** E-mail, Other (enter below)

**Email for Resumes:** [lmiller@randallcounty.org](mailto:lmiller@randallcounty.org)

**How to Apply:** Please submit application, resume and references via e-mail, fax, or mail to: Lacy Millier

Assistant District Attorney

Randall County

2309 Russell Long Blvd, Suite 120  
Canyon, Texas 79015  
(806) 468-5570

**Required Documents:** Other Documents

**Compensation Details:** Starting salary is approximately \$50,000 or more depending on level of experience.

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**Job Title:** Attorney II-IV (Multiple Positions)

**Position Type:** Full-time

**Job Type:** Government

**Location:** South (LA, TX, OK, AR)

**Employer:** Texas Department of Insurance (Austin, TX)

**Contact:** Not Available

333 Guadalupe

Austin, Texas 78701

**Employer Email:**

**Employer Fax:** (512) 305-7192

**Phone Calls?:** no

**Job Description:** Opening Date: 5/7/2012

Application Deadline: UNTIL FILLED

Starting Monthly Salary: PG B21-B25 \$3094.25-\$6,176.50

Job Posting Number: 12-128

Division: GENERAL COUNSEL/LEGAL SECTION

Location: 333 GUADALUPE ST., AUSTIN, TX 78701

Travel Required: N/A%

INTERNAL/EXTERNAL POSTING - for TDI EMPLOYEES and GENERAL PUBLIC  
REVISED (5/7/2012)

GENERAL DESCRIPTION

ATTORNEY II: Performs routine (journey-level) attorney work. Work involves planning and organizing work, interpreting laws and regulations, examining and preparing legal documents, rendering legal advice and counsel, providing input on policy matters, and assisting in preparing cases for trial. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

ATTORNEY III: Performs moderately complex (journey-level) attorney work. Work involves planning and organizing work, interpreting laws and regulations, preparing legal documents, rendering legal advice and counsel, consulting with trial attorneys, providing input on policy matters, and assisting in preparing major cases for trial. May train others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

ATTORNEY IV: Performs highly complex (senior-level) attorney work. Work involves overseeing and planning legal activities, preparing legal documents, participating in hearings, interpreting laws and regulations, providing input on policy matters, handling

major cases, and rendering legal advice and counsel. May supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

Duties include:

- advising agency staff on legal matters;
- performing extensive research, writing and drafting rules and legislation;
- preparing opinions and briefs; interpreting laws and regulations; drafting proposed orders;
- writing legal briefs and memoranda;
- advising Divisions regarding requests under the Public Information Act;
- reviewing contracts and memorandums of understanding; and
- performing other duties as assigned.

Unless specifically and expressly stated otherwise, regular attendance is an essential function of every TDI job.

#### QUALIFICATIONS

Education/Experience: Graduate from an accredited law school with a J.D. or LL.B degree. Must be licensed to practice law in the State of Texas. Law Clerk or similar experience can be counted toward the legal experience.

PLUS:

Attorney II: Two (2) years of regulatory or administrative law experience. PREFER: Experience in administrative law, drafting rules and legislation.

Attorney III: Three years (3) of regulatory or administrative law experience. PREFER: Experience in life/health insurance, property & casualty insurance, financial and accounting issues related to insurance, or managed care insurance. Experience in drafting rules and legislation.

Attorney IV: Four (4) years of regulatory or administrative law experience. PREFER: Experience in life/health insurance, property & casualty insurance, financial and accounting issues related to insurance, or managed care insurance. Experience in drafting rules and legislation.

**COPY OF RESUME AND WRITING SAMPLE, OF NO MORE THAN 10 PAGES THAT HAS NOT BEEN EDITED BY ANYONE OTHER THAN THE APPLICANT, MUST BE SUBMITTED WITH APPLICATION.**

The Texas Department of Insurance will conduct a criminal background check on all final candidates for this position. An applicant who has been convicted of a criminal offense relevant to the position may be disqualified from employment.

#### KNOWLEDGE, SKILL AND ABILITIES

Applicant should have demonstrated:

- knowledge of the Texas Insurance Code, the Public Information Act, Open Meetings Act, and Texas Administrative Procedures and Texas Register Act;
- knowledge of legislative and rule drafting techniques and legislative process;
- knowledge of civil and administrative procedures;
- skill in the use of a personal computer;
- ability to exercise good judgment in the analysis of legal problems;
- ability to efficiently and accurately research complex legal issues;
- ability to analyze and solve legal problems and to interpret laws and regulations affecting the agency;

- ability to express comments and legal opinions clearly and persuasively;
- ability to deal tactfully and professionally with the public, co-workers, agency staff and industry representatives;
- ability to explain legal concepts to lay persons;
- ability to communicate effectively orally and to prepare clear and sound written opinions;
- ability to work independently; and
- ability to organize and manage multiple and/or competing priorities.

Apply by submitting a State of Texas Application form completed in accordance with Texas Department of Insurance Application Instructions which is available on the Texas Department of Insurance (TDI) website at

<http://www.tdi.texas.gov/jobs/jobs.html>

All Applications must be submitted to the Human Resources Division and MUST be received by 5:00 P.M. CST on the job posting closing date. Positions posted 'Until Filled' will be closed at the discretion of TDI.

Individuals holding licenses regulated by TDI must surrender their license(s) upon employment.

An individual who qualifies for a veteran's employment preference is entitled to a preference in employment with TDI over other applicants for the same position who do not have a greater qualification. Tex. Gov't Code §657.003

An individual who was under the permanent managing conservatorship of the Department of Family and Protective Services on the day preceding the individual's 18th birthday is entitled to a preference in employment with a state agency over other applicants for the same position who do not have a greater qualification. Tex. Gov't Code §672.002

For more information contact: [HumanResources@tdi.state.tx.us](mailto:HumanResources@tdi.state.tx.us)

**Job Posting Date:** 5/11/2012

**Job Posting End Date:** 6/11/2012

**Job Class Level:** GRAD,LLM (General),LLM (Tax)

**Graduate Level:** JD w/1-3 years experience,JD w/4-6 years experience,JD w/6+ years experience

**Resume Submission Method:** Other (enter below)

**How to Apply:** Apply by submitting a State of Texas Application form completed in accordance with Texas Department of Insurance Application Instructions which is available on the Texas Department of Insurance (TDI) website at

<http://www.tdi.texas.gov/jobs/jobs.html>

**Compensation Details:** Starting Monthly Salary: PG B21-B25 \$3094.25-\$6,176.50

## **PUBLIC INTEREST**

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**Job Title:** Office of the Attorney General Telephone Attorney (Dallas)

**Position Type:** Part-time

**Job Type:** Public Interest

**Location:** South (LA, TX, OK, AR)

**Employer:** Legal Aid of NorthWest Texas (Fort Worth, TX)

**Contact:** Barbara Blair Laster

600 East Weatherford Street

Fort Worth, Texas 76102

**Employer Email:** [boyeac@lanwt.org](mailto:boyeac@lanwt.org)

**Employer Fax:**

**Phone Calls?:** no

**Job Description:** POSITION: OFFICE OF THE ATTORNEY GENERAL  
TELEPHONE ATTORNEY - (Part-time position)

LOCATION: Downtown Dallas

JOB DESCRIPTION: Legal Aid of NorthWest Texas (LANWT) is seeking an attorney with expertise in the area of family law to staff a state-wide Office of the Attorney General (OAG) Hotline. Members of the OAG Hotline team are responsible for providing statewide telephone information and referral sources for people who have questions about child support and child visitation in Texas.

Duties include: timely and promptly answering incoming calls to the OAG Hotline.

Entering demographical data into case management software system, providing information and referrals on areas concerning child support, visitation and access.

Referring to appropriate social service providers, legal aid providers, and specific websites designed to provide pro se assistance on these particular issues.

QUALIFICATIONS: Maturity, commitment, and evidence of exceptional prior work. Attorney must be licensed in Texas and in good standing with the Texas Bar. Family Law / IV-D Court experience is preferred. Fluency in Spanish is preferred. Must be able to work a minimum of eighteen hours per week, 1:00 PM to 7:00 PM during the workweek, M – F.

DEADLINE FOR SUBMITTING APPLICATIONS IS May 18, 2012.

LEGAL AID OF NORTHWEST TEXAS IS AN EQUAL OPPORTUNITY EMPLOYER.

**Job Posting Date:** 5/4/2012

**Job Posting End Date:** 5/18/2012

**Job Class Level:** GRAD

**Graduate Level:** Recent JD Graduate w/Bar, JD w/1-3 years experience

**Resume Submission Method:** Other (enter below)

**Email for Resumes:** [boyeac@lanwt.org](mailto:boyeac@lanwt.org)

**How to Apply:** APPLICATION: Please submit resume and list of references to:

- E-mail: [boyeac@lanwt.org](mailto:boyeac@lanwt.org) – Cornelia Boyea, Managing Attorney
- Cc: [lasterb@lanwt.org](mailto:lasterb@lanwt.org)

**Required Documents:** List of References

**Compensation Details:** COMPENSATION: \$26.00 per hour

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