

TEXAS PUBLIC FINANCE AUTHORITY

BOARD OF DIRECTORS:

Billy M. Atkinson, Jr., Chair
Ramon Manning, Vice Chair
Jay A. Riskind, Secretary
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Shanda G. Perkins
Brendan Scher
Benjamin E. Streusand



EXECUTIVE DIRECTOR
Lee Deviney

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JOB VACANCY NOTICE

Job Posting Number: 070
State Classification Number: 3504 – 3505
State Classification Title: Attorney III – IV
Salary Group: B25 – B27
Salary: \$75,000 - \$110,000 Annually, depending on qualifications
Opening Date: August 27, 2021
Closing Date: Open Until Filled
Location: 300 W. 15th Street, Austin, TX 78701

JOB DESCRIPTION

General Description

Provides legal services to the Executive Director, the Board of Directors, and the staff of the Texas Public Finance Authority ("TPFA"), and may represent the TPFA before the State Legislature, oversight agencies, and client agencies. Work involves preparing and reviewing legal documents, interpreting laws and regulations, and rendering legal advice and counsel. Reports directly to the TPFA General Counsel.

Performs highly responsible professional legal and administrative work involving the legal activities of a state agency having complex federal and state regulatory functions and involving extensive legal representation, administrative and contract law responsibilities for the TPFA, the TPFA Charter School Finance Corporation, and special purpose entities created to facilitate utility securitization financing. Interprets laws and regulations; gives legal advice; supervises the preparation of bond documents, opinions, and other legal documents; consults with outside bond attorneys; and writes or reviews bills for legislative consideration. This position requires the application of sound independent judgement, subject to the direction of the TPFA general counsel.

Essential Job Functions

Performs highly responsible professional legal and administrative duties.
Prepares and reviews transaction documents for bond financings.
Advises executive management and the Board of Directors regarding the application of state and federal law.
Prepares and reviews transaction documents related to the State's purchase, sale, or lease of property.
Review legislative bills to evaluate impact on TPFA operations and draft amendments as necessary.
Prepares proposed amendments to agency rules and regulations.
Prepares and negotiates contracts.
Provides guidance for agency compliance with open meeting and public information requirements.
Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

Knowledge, Skills and Abilities

Knowledge of legal principles, practices, and proceedings; of state and federal laws, regulations, and rules; and of agency administrative rules and regulations.

Ability to maintain confidential financial, personnel and agency information.

Experience and proficiency in the use of standard computer applications, including Microsoft Office products.

Ability to communicate effectively, both orally and in writing.

Ability to conduct research, to summarize findings, to interpret and apply laws, to use legal reference materials and to communicate effectively.

Ability to develop and manage multiple tasks and schedule work in order to maintain regular progress on assignments while maintaining orderly working files.

Ability to work effectively and cooperatively with a variety of individuals and groups.

Minimum Qualifications

Graduation from an accredited law school with a J.D.

Member in good standing with the State Bar of Texas.

Thorough knowledge of federal and state laws affecting TPFA operations and administration, and of agency policies, regulations, and procedures.

Demonstrated skill in legal research, writing, and analysis; in using reasoning and logic; in identifying and solving complex problems; in prioritizing workloads; and in using judgment to identify courses of action.

Experience in using a computer for word-processing and use of relevant software.

5 years of extensive and progressively responsible legal and administrative experience.

Preferred Qualifications

Experience in municipal finance law or related areas.

Undergraduate degree in economics, finance, or related discipline.

Experience providing routine general counsel services to a Texas governmental entity, including application of the Texas open meetings statute and responding to public information requests.

3 years of experience in subject matter related to TPFA's mission.

IMPORTANT NOTICE TO ALL APPLICANTS: The selected candidate will be subject to employment verification through E-Verify. Visit www.dhs.gov/E-Verify to learn more about your rights and responsibilities. Positions requiring a degree and/or licensing require proof of degree, license and/or certification at time of interview. If you are scheduled for an interview and require a reasonable accommodation, inform the representative calling to schedule your interview. Only applicants scheduled for interviews will be contacted. Your application for this position may subject you to a criminal background check.

TO APPLY: Applicants must submit a State of Texas application through WorkInTexas.com. A resume may be included as part of the application filed through WorkInTexas.

Military Crosswalk information for this position may be found at:
https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf