



LOTTERY & CHARITABLE BINGO DIVISION

Working title: Assistant General Counsel

Class title: Attorney V

Posting No.: 1203-26

Opening Date: 12/10/2025

Closing Date: Open Until Filled

Location: Bush Building, 1801 Congress Ave. Austin, TX 78701

Class Code: 3506

FLSA: Professional-Exempt

Salary Group/Salary: B30, \$140,000.04 - \$165,000.00/yr.

Division: Lottery Operations

Number of positions: 1

General Description

Performs highly advanced (senior-level) legal work to support the agency's Lottery & Charitable Bingo business and regulatory activities. Work involves coordinating and planning legal activities; interpreting laws and regulations and rendering oral and written legal advice and counsel on bingo and lottery matters; overseeing the preparation of legal documents; assisting in the processing of lottery prize winners; reviewing scratch ticket games and procedures; working with the Public Information program and responding to open records requests as needed; and participating in the conduct of administrative license suspension and revocation hearings. This position may be responsible for advising agency staff on procurement and contract matters. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment. This position reports to the General Counsel for Lottery & Charitable Bingo.

Essential Job Functions

- Principal job function is to perform legal transactional work to support the agency's Lottery & Charitable Bingo business and regulatory activities.
- Advises staff on legal matters and the interpretation, application, and enforcement of agency laws, rules, regulations, policies and procedures relating to lottery and bingo.
- Advises Lottery & Charitable Bingo Operations Division on rulemaking matters.
- May be responsible for advising agency staff on procurement and contract matters.
- Reviews and revises scratch ticket game working papers and game procedures.
- Informs the public regarding legal matters and the interpretation and application of laws and regulations.
- Prepares, advises on, or oversees the preparation of legal opinions and briefs, proposals, contracts, and reports.
- Prepares drafts of agency administrative rules, conducts public rulemaking hearings, works with the division's advisory committees, receives public comment, and prepares rules for adoption by the agency.
- Directs, organizes, and coordinates legal and administrative functions.
- Reviews drafts of laws, rules, and regulations affecting agency operations and bills or amendments for legislative consideration.
- Assists Charitable Bingo Operations in reviewing complaints and preparing determination letters.
- Advises Charitable Bingo Operations with informal conferences and other enforcement settlement matters.
- Advises the division on administering the Bingo Advisory and Lottery Advisory committees, including reviewing legal issues, preparing for and attending committee meetings, providing legal guidance at meetings, and reviewing meeting transcripts.
- Assists the agency on matters of policy related to bingo and related communications with the Office of the Governor, industry stakeholders, and the public.
- Develops, reviews, revises, and interprets division policies and procedures.
- May attend and participate in hearings, interrogate witnesses, and make appearances before the State Office of Administrative Hearings and assist other attorneys in their appearances and filings.
- May plan and/or direct the work of others.
- Works in a manner that exemplifies and supports the agency's core values of integrity, responsibility, innovation, fiscal accountability, customer responsiveness, teamwork, and excellence.
- Performs special projects or related work as assigned.

Required and Preferred Qualifications

- Graduation from an accredited law school with a Bachelor of Law (LL. B) or a Juris Doctor (J.D.) degree is required.
- Currently licensed to practice law in the State of Texas and in good standing is required.

- Five years experience as an attorney in a governmental agency is required; may substitute comparable private experience practicing Texas administrative law on a year-for year basis.
- Experience in analyzing and solving legal problems; interpreting laws and regulations; dealing effectively and tactfully with others and effectively addressing an audience is required.
- Experience in legal research, writing, and analysis and preparing sound opinions is required.
- **Applicants are required to submit a writing sample with their application demonstrating their ability to clearly describe and analyze a complex legal or business issue and to present options or recommendations to achieve client goals. A pleading that meets these requirements is acceptable.**
- Experience with personal computers, including Microsoft Word, Microsoft Outlook or other email applications, calendaring software, legislative, and legal programs is required.
- Willingness to travel up to 10% as required.
- Willingness to work irregular hours, evenings, weekends, and/or holidays as required.
- Experience working with state agency regulatory matters is preferred.
- Experience in Texas administrative law is preferred.
- Experience and knowledge of contract and government procurement law is preferred.
- Experience with the Texas Public Information Act is preferred.
- Experience in the lottery or gaming industry is preferred.

Knowledge, Skills, and Abilities

- Knowledge of legal principles, practices, and proceedings; of state and federal laws, regulations, rules and requirements related to administrative litigation; and of state lottery and charitable bingo activities.
- Knowledge of administrative, open meetings, open records, and ethics laws.
- Knowledge of contract and government procurement law.
- Skill in legal research, writing, and analysis.
- Skill in accessing and obtaining information from computerized legislative and legal databases.
- Ability to coordinate legal advice and recommendations with the policy and strategic goals of an organization.
- Ability to analyze and solve legal problems and prepare sound opinions.
- Ability to communicate effectively, orally and in writing.
- Ability to deal effectively and tactfully with others.
- Ability to effectively address an audience.
- Ability to establish and maintain effective working relationships with agency management, other agency employees, vendors, other government officials, and the public.
- Ability to develop, interpret, and apply agency laws, policies, procedures, and regulations.
- Ability to plan and/or assign the work of others.
- Ability to conduct hearings; to prepare opinions and briefs; to prepare cases for trial; to conduct research; to summarize findings; to interpret and apply laws; and to use legal reference materials.
- Ability to exercise good judgment in appraising situations and making sound decisions.
- Ability to work in a high-pressure environment and meet time sensitive deadlines.

Physical and Mental Requirements

- Must be able to sit or stand for extended periods of time, work under deadlines, and operate standard office equipment and computer software.

Military Occupational Specialty Codes:

Veterans, Reservists, or Guardsmen with a MOS or additional duties or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are encouraged to apply.

Additional Military Crosswalk information can be accessed at:

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf

HOW TO APPLY

State of Texas applications may be submitted electronically through the Texas Workforce Commission's workintexas.com online system by the closing date stated on the job posting. Applications may also be downloaded through TDLR's website <https://www.tdlr.texas.gov/careers/> and emailed to jobs@lottery.state.tx.us. For applications submitted via email, please list the job posting title and job posting number in the subject line. Applications submitted via email must be received by 11:59 p.m. on the posting's closing date. When a job posting is listed as "Open Until Filled", it is best to apply as quickly as possible, as the posting may close or be placed on hold at any time with or without prior notification. Applications will NOT be accepted via mail, fax, or hand delivery. Incomplete applications will not be considered. A resume in lieu of application will be rejected. Additionally, an application with "see resume" within the summary of experience is considered incomplete and will be rejected. Applicants are solely responsible for timely delivery of applications by the deadline. All

applicants must submit a thoroughly completed application, answering all applicable questions. Applications must contain complete job histories, which includes job title, dates of employment, name of employer, supervisor's name and phone number and a description of duties performed. If this information is not submitted, your application may be rejected because it is incomplete.

SELECTIVE SERVICE REGISTRATION

In accordance with legislation effective September 1, 1999, male candidates aged 18 to 25 are required to show proof of selective service registration (or exemption) prior to an offer of employment. Such proof is not required to be filed with an application but must be provided upon request by the Human Resources office.

E-VERIFY

This employer participates in E-Verify and will provide the Social Security Administration (SSA) and if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

TDLR IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

In compliance with the Americans with Disabilities Act (ADA), TDLR will provide reasonable accommodation. If you are scheduled for an interview and require reasonable accommodation in the interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request.