

State Office of Risk Management

Job Announcement

State Office of Risk Management

POSTING NUMBER: 26-0350

JOB TITLE: General Counsel IV

MONTHLY SALARY: 14583.34

POSTING DATE: 02/27/2026

LOCATION: 300 WEST 15TH STREET, 6TH FLOOR, AUSTIN 78714

WORKING TITLE: General Counsel /Division Chief
DEPENDING ON QUALIFICATIONS

DURATION: UNTIL FILLED

GENERAL DESCRIPTION

The State Office of Risk Management's core missions are customer service oriented. We administer the workers' compensation program, insurance and risk management programs, and continuity of operations program for other state entities

This position will serve as the chief legal officer for the State Office of Risk Management. This position provides legal advice and counsel to the Board of Directors and executive leadership on matters involving risk management, insurance programs, workers' compensation, administrative law, and statutory compliance. Oversees litigation and administrative proceedings, leads rulemaking activities, reviews contracts, and ensures compliance with state and federal law. Supervises legal staff and represents the agency in legal and policy matters as assigned.

Level of Complexity of State Classification: Highly Advanced Managerial

Level of Supervision of State Classification: Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL JOB FUNCTIONS

Provide legal advice and guidance to the Executive Director and agency leadership on statutory, regulatory, governance, and strategic matters.

Review, draft, revise, and approve contracts, administrative rules, and agency policies.

Monitor and analyze legislation; draft bills, fiscal notes, and policy recommendations as needed.

Represent the agency in litigation and administrative proceedings and coordinate with the Office of the Attorney General.

Direct and oversee the Legal Services Division, including establishing priorities, performance expectations, and operational standards.

Support preparation of statutory reports, strategic planning documents, and legislative submissions.

Promote transparency, collaboration, and effective communication across the agency and with external stakeholders.

Performs related work as assigned.

Maintains relevant knowledge necessary to perform essential job functions.

Attends work regularly in compliance with agreed-upon work schedule.

Ensures security and confidentiality of sensitive and/or protected information.

Complies with all agency policies and procedures, including those pertaining to ethics and integrity

MINIMUM QUALIFICATIONS

Education: Graduation from an accredited law school with a Juris Doctor (JD) degree.

Experience: Minimum of five years of full-time experience in the practice of law. *Law clerk experience can be counted toward the legal experience.

Experience providing legal counsel to senior leadership.

Must be licensed as an attorney by the State of Texas.

Must be a member in good standing with State Bar of Texas and eligible to practice law in Texas.

Knowledge of legal principles, practices, and proceedings; state and federal laws, regulations, and rules; legal codes, court procedures, precedents, executive orders, and agency rules.

Skill in identifying problems and reviewing related information to develop and evaluate options and implement solutions.

Skill in handling multiple tasks, prioritizing, and meeting deadlines.

Skill in effective oral and written communication.

Ability to arrange for personal transportation for business-related travel.

Ability to work more than 40 hours as needed and in compliance with the FLSA.

Ability to lift and relocate 30 lbs.

Ability to travel (including overnight travel) up to 10%.

PREFERRED QUALIFICATIONS

Experience in Texas state government.

Supervisory or management experience.

Experience with rulemaking or legislative analysis.

Experience with the State Procurement Process.

Experience in administrative, governmental, insurance, or workers' compensation law

TO APPLY

All applications for employment with the State Office of Risk Management must be submitted electronically through www.WorkInTexas.com. A State of Texas application in WorkInTexas (WIT) must be completed to be considered **OR** Submit a State of Texas Application for Employment to: Attn:

Andrew Velasquez, State Office of Risk Management, P.O. Box 13777, Austin, TX 78711-3777. Military Crosswalk information can be accessed at

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Insurance.pdf

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