

Texas Funeral Services Commission  
April 6, 2026

<b>Title:</b> Attorney III/Staff Attorney	<b>Posting Number:</b> FY2026-19
<b>Salary:</b> \$95,000.00	<b>Closing Date:</b> Until Fullfill
<b>FLSA Status:</b> Exempt	<b>Travel:</b> 20%
<b>Department:</b> Legal	<b>Reports to:</b> Executive Director

**JOB SUMMARY**

The Texas Funeral Services Commission (TFSC) is seeking an Attorney III for the Legal Division. The position performs highly responsible professional legal and some administrative work for the Texas Funeral Service Commission. Other duties include interpreting laws and regulations, providing legal advice when requested by commission management, drafting legal documents, providing information and explanation of the law to the Commissioners, agency staff and the general public as needed. The attorney position may also be required to respond to open record requests consistent with the Texas Public Information Act; review applicant and licensee criminal history records; and analyze proposed legislation as necessary. This position will also require the drafting of agency rules and the review of current rules for any needed changes.

The attorney position will also work closely with the agency's enforcement division in reviewing complaints filed against licensees or persons engaging in licensed activity without a license, reviewing investigative reports, handles informal complaint settlements with respondents, drafting agreed orders and other legal documents, and collaborates with the Office of Attorney General in representing the agency in hearings before the State Office of Administrative Hearings. The attorney may be required to represent the commission in administrative hearings where the Office of Attorney General is not involved.

Works under direction of the Executive Director.

**ESSENTIAL FUNCTIONS**

1. Provides legal advice regarding legal matters affecting the agency as requested by the Commissioners or the Executive Director.
2. Provides information and explanations of federal and state laws and rules to Commission members, agency staff and the general public as needed.
3. May represent the agency, prepares for, and tries all administrative proceedings before the State Office of Administrative Hearings.
4. Reviews complaints filed with the agency for statutory jurisdiction.
5. Advises the Enforcement Division regarding evidence needed to prove charges. Prepares, in conjunction with the Enforcement Division, Notices of Hearing, Agreed Orders, motions, briefs, orders, and other legal documents relating to formal and informal disposition of contested cases and administrative proceedings.

6. May represent the agency in negotiating informal disposition (i.e., alternative dispute resolution) of contested cases and administrative proceedings.
7. Reviews all proposed Commission Rules for legal sufficiency and compliance with the Administrative Procedure Act and Texas statutes.
8. Conducts rule reviews as required by law.
9. Monitors appeals, injunctions, or civil litigation handled by the Assistant Attorney General involving the Commission.
10. Monitors the development and enactment of state and federal laws and rules which have an impact upon the funeral service profession and/or the Texas Funeral Service Commission; monitors the Commission's compliance with relevant state laws.
11. Provides assistance to appropriate local, state and federal prosecutors, and other enforcement agencies involved in the investigation or prosecution of licensees of the Commission and unlicensed practitioners.
12. May draft requests for Attorney General Opinions and responses to Attorney General Opinion Requests.
13. Drafts and/or submits correspondence for Executive Director's signature in limited situations requiring legal knowledge and awareness of possible legal ramifications of such correspondence.
14. Assists the Executive Director in responding to requests for information, bill drafting, etc. for the Legislature and interest groups.
15. Performs compliance monitoring of licensees under Agreed Order.
16. Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

1. Graduation from an accredited law school.
2. License to practice law in the State of Texas.
3. Two years of experience as a full-time licensed attorney in administrative, civil and/or criminal laws and procedures.
4. Experience in public speaking.
5. Knowledge of Texas laws.

#### *Preferred Qualifications:*

1. Experience working in a licensing or regulatory agency.
2. Skill in working with investigative/enforcement staff.
3. Knowledge of Administrative Procedure Act, Public Information Act, and Open Meetings Act.

Military Occupational Specialty Codes for this position maybe found on the SAO Military Crosswalk: [Military Crosswalk for Occupational Category - Legal \(texas.gov\)](#)

### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of federal and state laws affecting the funeral service and non-transplant whole body donation industries.
2. Knowledge of Texas rules of evidence, civil procedures, and discovery and investigative procedures.

3. Extensive skill in writing clear, accurate opinions and briefs.
4. Extensive skill in problem-solving and reasoning.
5. Ability to communicate effectively and clearly verbally and in writing.
6. Ability to deal with professionals in adversarial conditions.
7. Ability to organize and multitask; ability to meet deadlines; to abide by agency's policies and procedures.
8. Ability to set priorities and work under pressure.

### **HOW TO APPLY**

Applicants must submit a completed State of Texas Application with all requested information. Incomplete applications will not be considered. A resume may be submitted to supplement the State of Texas Application. **A resume submitted in lieu of the application will be rejected. Additionally, an application with "see resume" within the summary of experience is considered incomplete and will be rejected.**

The Texas Funeral Service Commission accepts the State of Texas applications only for posted vacancies. Applications must be received by 5:00 p.m. CST on the closing date.

Applications may be submitted through WORKINTEXAS, by email [christine.brister@tfsc.texas.gov](mailto:christine.brister@tfsc.texas.gov) or by

U. S. Mail to:

Texas Funeral Service Commission  
ATTN: Human Resources  
1801 Congress, Ste. 11-800  
Austin, Texas, 78701

### **OTHER INFORMATION**

A criminal background check is required for applicants who are selected for a position.

The State of Texas requires all males who are 18 through 25 to register with the Selective Service to present either proof of registration or exemption from registration upon hire.

TFSC is an employment at-will organization and there is no implied contract of employment. The agency's hiring process, policies, procedures, and employee handbook do not constitute terms of an express or implied employment agreement.

Federal law requires new employees to present proof of identity and eligibility to work in the United States.

Veterans' and former foster youth employment preferences are granted as required by law.

Applicants requiring special accommodations should contact Human Resources at 512.936-2474.

*The Texas Funeral Service Commission is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, genetic information, or status as an individual with a disability or protected veteran in its hiring and recruitment process.*