



Legislative Counsel I

POSTING NUMBER 26004

DATE POSTED **January 5, 2026** APPLICATION DEADLINE **February 23, 2026**

Are you interested in an intellectually challenging career? Would you like to work with supportive and knowledgeable colleagues in a collaborative environment? Do you have excellent writing skills, a strong work ethic, and a heart for public service? Then bring your talents to the legal division of the Texas Legislative Council! We are now hiring attorneys for multiple entry-level Legislative Counsel I positions with flexible start dates. Both new and experienced attorneys are encouraged to apply.

DEPARTMENT Legal Division

SALARY AND BENEFITS \$7,500.00 per month. The council provides exceptional benefits, including paid vacation, sick leave, compensatory time, and state and federal holidays, excellent health, vision, and dental insurance, telecommuting opportunities, and a generous retirement plan. Council attorneys are currently eligible to participate in the federal public service loan forgiveness program. For more information on the council's benefits package, click [here](#).

The Robert E. Johnson Building includes free on-site covered parking and access to a bike cage, fitness facilities, workout classes, and on-site showers. The University of Texas Capitol Complex Child Development Center is conveniently located next door in the Barbara Jordan Building.

DESCRIPTION The Texas Legislative Council is a nonpartisan agency providing full legal services to the Texas Legislature. Most work as a Legislative Counsel I attorney involves drafting legislation and amendments to legislation in the attorney's assigned subject areas for the biennial legislative session and researching legal issues related to legislation. Attorneys in the council's legal division also provide a variety of other legal services to legislators and the lieutenant governor and their staffs, including providing any necessary counseling and analysis regarding legal matters and working on statutory revision projects.



Legislative Counsel I attorneys receive comprehensive training in legislative drafting and ongoing mentoring from council attorneys with extensive expertise. Attorneys generally work independently in drafting legislation but are encouraged to seek guidance from and share information with colleagues in a collegial setting. Attorneys are able to indicate subject area assignment preferences from over 40 possible subject areas before each regular legislative session. Subject areas include topics such as agriculture, ethics and campaign finance, primary and secondary education, water and natural resources, elections, criminal law, utilities, probate, labor, property, and parks and wildlife.

The council's legal division allows for remote work opportunities each week, particularly during the legislative interim, at the discretion of the division director.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Drafts bills, amendments, and other legislative documents, usually in employee's primary subject areas.
- May review some legislative documents in employee's primary subject areas.
- Consults with legislators and the lieutenant governor and their staffs about proposed legislation and, at the direction of a legislator, the lieutenant governor, or a staff member, consults with others about that legislation.
- Meets with legislators and the lieutenant governor on the floor of the house or senate to provide advice and prepare amendments to legislation being considered.
- Provides written and oral information about current or pending law, including codes and proposed legislation.
- In connection with the drafting of proposed legislation, provides legal advice to legislators and the lieutenant governor and their staffs regarding issues such as constitutionality, preemption, and consistency and interaction with existing law.
- Provides legal advice to legislators and the lieutenant governor concerning the powers, duties, legal limitations, and liabilities of their offices.
- Examines, investigates, and researches legal and other issues for bill drafting and in response to questions.
- Reviews contracts to which the council is a party.
- Revises statutes into codes, generally involving non-substantive changes of the law.
- Drafts and reviews analyses of proposed constitutional amendments.
- Performs other duties as assigned.



QUALIFICATIONS

Experience and Education:

Law degree from an accredited school of law.

Minimum qualifications for this position include:

- Skill in written and oral communication without the use of artificial intelligence.
- Ability to analyze and solve legal problems and to interpret statutes and legislative documents without the use of artificial intelligence.
- Ability to deal effectively with others.
- Ability to work independently and as a member of a team.
- Ability to work overtime and flexible hours.
- Ability to handle deadline pressures.
- Ability to maintain confidentiality of material and information.
- Ability to accept constructive criticism of work product by peer reviewers and supervisors.
- Ability to maintain regular attendance.
- Ability to keep up with current trends in areas of expertise and willingness to maintain up-to-date knowledge and skills.

License or Certification:

Must be licensed to practice law in Texas to maintain continued employment.

Preference given to applicants who:

- are licensed to practice law in Texas; or
- have taken or plan to take the Uniform Bar Examination on or before July 2026 and who otherwise qualify for admission to the Texas Bar.

LOCATION

The Texas Legislative Council offices are located in the Robert E. Johnson Building in downtown Austin, Texas, directly across from the Texas State Capitol. Austin, on the eastern edge of the scenic Texas Hill Country, boasts an average of 300 days of sunshine per year and is known for its natural swimming holes and lakes, extensive greenbelt and hike and bike trails, breakfast tacos, award-winning barbecue, and live music. It is also the home of the largest urban bat colony in North America.

TO APPLY

To be considered, an applicant must submit:

- a cover letter that explains the applicant's interest in the position and the reasons the applicant believes the applicant meets the qualifications stated above.
- a resume.
- a recent writing sample that demonstrates the applicant's own writing skills and original research; the writing sample should not exceed five pages and may be an excerpt from a longer document; please do not submit form



motions or pleadings. If you provide an excerpt from a longer document, please provide a brief introduction describing the excerpt.

- a copy of the applicant's law school transcript.
- a State of Texas Application for Employment (available on the council's website: https://www.tlc.texas.gov/docs/SOTA_2025.pdf. Note: An applicant may include a completed electronic State of Texas Application for Employment without signing it. The applicant's signature may be provided at a later date.

The applicant must disclose any use of artificial intelligence to create all or part of the writing sample or other application materials. Please include the name of the program used and describe the extent to which it was used. Attorneys in the legal division will review all parts of the application.

An applicant must submit the cover letter, resume, writing sample, transcript, and State of Texas Application for Employment to Alana Hays by:

Email

TLCCareers@tlc.texas.gov (preferred method)

Fax

(512) 936-1064

Mail

Human Resources Office
Texas Legislative Council
P.O. Box 12128, Capitol Station
Austin, Texas 78711-2128

As a condition of employment, legal proof of authorization to work in the U.S. must be provided.

Requests for accommodation and/or services in the application process should be made to the above-cited contact.