



## JOB TITLE: ASSOCIATE COUNSEL

Texas REALTORS® seeks an attorney licensed in the State of Texas for a full-time associate counsel position in Austin, TX, to join our Legal Affairs Department.

Texas REALTORS® is a state-level trade association located in downtown Austin, TX, with over 150,000 members from across the state. We advance REALTORS® and the communities we serve through advocacy, professionalism, and resources. We advocate for the real estate industry and private property consumers, provide members a path to superior client service, and help REALTOR® businesses operate efficiently and profitably. The Legal Affairs Department consists of 10 attorneys.

## JOB DUTIES AND RESPONSIBILITIES

- Conduct ethics and arbitration hearings for the association's in-house complaint program
- Assist REALTOR® members by telephone with questions regarding real estate brokerage
- Present legal information on various topics to non-lawyer audiences through written communications, videos, and in-person and virtual presentations
- Monitor state agency rule-making and regulatory actions
- Perform legal drafting, including real estate forms and model legal documents
- Negotiate, draft and review contracts to which the association or a related entity is a party
- Analyze legislative and public policy issues, including bills filed in the Texas Legislature
- Assist association committees and governing board with bylaws, policies, and practices

## SKILLS AND QUALIFICATIONS

- Licensed Texas attorney, 0-5 years' experience
- Excellent oral and written communication skills
- Articulate and professional presentation abilities
- Organizational skills with an ability to handle multiple priorities at once
- Must be a self-motivated worker who possesses ability to work as part of a team

## ADDITIONAL INFORMATION

- Salary: \$95,000-100,000 annually, commensurate with experience
- Benefits include insurance, paid time off, professional development, and bar dues
- Hybrid in-office and work from home opportunities
- Some travel required

## CONTACT

Send cover letter, resume, and references to [Cara Cate, Legal Administrative Assistant](#).