



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. Texas REALTORS® is a state-level trade association and advocates for the real estate industry and private property rights in Texas. Texas REALTORS® has been named one of the Best Places to Work in Austin, TX, for 2019.

Contact: Send resumes and cover letters to the Vice President of Legal Affairs, Lori Levy, at llevy@texasrealtors.com.

JOB DUTIES AND RESPONSIBILITIES

- Liaison to the Texas Real Estate Commission and other state and federal agencies
- Manage the Texas REALTORS® Forms Library and forms vendor relationships
- Manage and update model real estate brokerage policies and procedures manuals
- Assist REALTOR® members by telephone with questions regarding real estate brokerage
- Hearings officer for association ethics and arbitration hearings
- Legal research in areas of law including but not limited to: real estate, contracts, tax, employment, human resources, business corporation, and ethics
- Writing articles, FAQs, and blog posts on various legal topics
- Presenting legal information to membership through live presentations and webinars
- Perform contract review and drafting
- Research legislative and public policy issues
- Review and analyze legislation
- Assist association committees and governing board as needed
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SKILLS AND QUALIFICATIONS

- Licensed Texas attorney, 0-5 years' experience
- Oral and written communication skills
- Interpersonal and presentation skills
- Organizational and planning skills with an ability to handle multiple priorities at once
- Ability to work as part of a team
- Must be a self-motivated, forward-thinking individual

ADDITIONAL INFORMATION

Some travel required

Benefits: Medical and other insurance, paid time off, professional development and license fees