



Position: Assistant General Counsel

TMRS Overview

Texas Municipal Retirement System (TMRS) is a trusted partner to more than 940 cities across Texas, providing retirement, disability, and survivor benefits to over 260,000 public servants and their families. We are proud to be recognized as an example of fiduciary excellence through our management of more than \$44 billion in Trust Fund assets.

At TMRS, every role supports our mission: providing secure lifetime income to our members. Our work gives back to communities across Texas, and we take pride in doing it with integrity, accountability, and a commitment to excellence.

Position Duties/Responsibilities

This position provides legal assistance for all TMRS departments but works primarily with departments other than Investments. This position reports to the Chief Legal Officer. Duties and responsibilities include:

- Providing legal guidance and support to the Legal department and other System departments concerning benefits administration, data privacy, security and IT issues, tax-qualified plan and other federal income tax matters, and other matters.
- Drafting, reviewing and negotiating contracts, including licensing, data privacy and security.
- Researching and advising on benefit administration and Member-related issues.
- Ensuring compliance with state and federal statutes and administrative rules.
- Drafting and reviewing administrative rules.
- Monitoring and analyzing state and federal legislation.
- Advising on plan qualification issues and related tax matters.
- Researching and preparing legal opinions, memos and other communications.
- Responding to public information requests and other open government matters.
- Coordinating and monitoring work with outside counsel, as needed.
- Special projects and other duties as assigned.

The level of autonomy, independence and complexity of work will depend on the qualifications and experience of the selected candidate.

Qualities We Are Looking for

- *Public service mindset.* You are dedicated to public service and TMRS' mission to positively impact the lives of our members, retirees, and their beneficiaries.
- *Intellectual curiosity and determination.* You are intellectually curious and can grasp complex subjects quickly.

- *Team orientation.* You bring integrity and a strong work ethic to your work. You value collegiality and kindness and can work with a wide variety of people. You value working as part of a team.
- *Effective communicator.* You listen carefully, ask questions effectively, and can articulate your thoughts and ideas clearly and concisely.
- *You are a neighbor.* You must live within a commutable distance to TMRS' Austin office and will work in the office at least three days/week. There are remote work opportunities, but this is not a remote position.

Education and Experience

Required

- Juris Doctorate and at least five years of legal experience in a related field.
- Active license in good standing with a state bar association.
- A current Texas law license is highly preferred. If not currently licensed in Texas, the selected candidate must be eligible and willing to obtain one within one year of hire.

Preferred

- Experience in one or more of the following areas:
 - Strong contracting experience; data privacy, cybersecurity, or IT contracting
 - Public or qualified retirement plans
 - Federal income tax
 - Open government law

Compensation and Benefits

TMRS provides competitive compensation, membership in TMRS' pension plan, medical, dental and vision insurance provided at no cost for employees, flexible scheduling, twelve paid holidays, a modern and centrally located office, a generous leave program, and remote work opportunities. Compensation is competitive and will reflect the candidate's experience and qualifications.

Physical Requirements

Sedentary work: Exerting up to 10 pounds of force. Ability to perform the essential job functions safely and successfully consistent with federal, state, and local standards.

[Apply now at TMRS Career Opportunities](#)