



## **Assistant General Counsel I/II Posting**

TMRS is a statewide public retirement system that provides retirement, disability, and death benefits for employees of participating Texas municipalities. Our organization currently has approximately \$28 billion in assets that are invested for the long-term benefit of our members. The TMRS legal department currently consists of five attorneys. This position will provide legal assistance and representation for all areas of the retirement system and reports directly to the General Counsel.

### **Responsibilities include:**

- Providing legal guidance and support to the legal department, senior management, and System departments as it relates to various benefits administration, qualified plans and other federal income tax matters, IT issues, legislative analysis, investment matters, compliance matters, and policy development.
- Researching and developing legal documentation necessary to support management, as needed.
- Drafting or reviewing communications, written memos or legal opinions, and providing related legal assistance.
- Drafting, reviewing and negotiating contracts, including complex investment agreements.
- Research and respond to public information requests and other open government matters.
- Monitoring and reviewing state and federal legislation.
- Coordinating, monitoring and working with outside counsel on a variety of legal matters ensuring that service delivery, quality, and budgetary costs are maintained; and other duties as assigned.

The examples of duties listed are for illustrative purposes only and are not intended to be all inclusive.

This posting is for a single position and the position level (either Assistant GC I or II), as well as the level of autonomy, independence and complexity of work, will depend on the qualifications and experience of the selected candidate.

### **Minimum Qualifications:**

Assistant GC I Level: Juris Doctorate and three years of experience in a related field.

Assistant GC II Level: Juris Doctorate and five years of experience in a related field.

All candidates must be a licensed attorney in good standing with a state bar association. A current State of Texas licensed attorney is highly preferred. If an incoming employee does not possess a State of Texas law license, he/she must be eligible for and obtain a law license in Texas within one year from date of hire.

Previous experience in one or more of the following areas is preferred: public retirement plan, ERISA, qualified retirement plans or federal income tax; institutional investor representation or investment contracting; or open government.

TMRS is an Equal Opportunity Employer. We offer an excellent work environment, and well-rounded compensation and benefits package.

**To Apply: Please visit the Employment page under About TMRS on the TMRS website ([www.tmr.com](http://www.tmr.com)).** Emailed or faxed resumes will not be accepted.