



Centralized Accounting and Payroll/Personnel System

Glenn Hegar Texas Comptroller of Public Accounts

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**Job Description****CPA - General Counsel IV (00005263)****Organization:** TREASURY SAFEKEEPING TRUST COMPANY**Primary Location:** Texas-Austin**Work Locations:** Thomas J Rusk Building 200 East 10th Street Austin 78701**Job:** Legal**Employee Status:** Regular**Schedule:** Full-time**Standard Hours Per Week:** 40.00**Travel:** Yes, 10 % of the Time**State Job Code:** 930U**Salary Admin Plan:** B**Grade:** 29**Salary (Pay Basis):** 9,584.00 - 11,667.00 (Monthly)**Number of Openings:** 1**Overtime Status:** Exempt**Job Posting:** May 9, 2019, 9:46:04 AM**Closing Date:** Ongoing**Description****APPLICATIONS MAY BE FILED ONLINE AT:**<https://capps.taleo.net/careersection/ex/jobdetail.ftl?job=00005263&tz=GMT-05:00>**APPLICATIONS SUBMITTED THROUGH WORK IN TEXAS:**

Work In Texas (WIT) applicants must complete the supplemental questions to be considered for the posting. In order to complete

Investments in hedge funds, private equity funds, real asset funds, energy and natural resources funds, and related co-investment or principal investment funds;

Most favored nation elections, reporting and tax forms, and confidentiality agreements related to fund investments;

Over-the-Counter (OTC) derivatives agreements, International Swaps and Derivatives Association (ISDA) management;

Advising senior management on all documents related to investment transactions including offering memoranda, subscription documents, and proposed contracts relating to private investments.

Attends meetings of Advisory Committees, and internal investment committees; and assists with preparation of meeting materials, as needed.

Participates in the preparation and evaluation of RFPs and RFIs. Reviews, drafts and revises investment policies, resolutions, and other documents related to investments.

Assist with the planning, coordinating, implementing and documenting investment compliance activities.

Advises on compliance with state and federal laws and administrative rules.

Drafts, reviews and negotiates contracts related to trust services, including funds management, investment services, and escrow agreements.

Negotiates, and drafts contracts with vendors, investment consultants, external auditors, and outside legal counsel.

Reviews and revises bond documents and coordinates with agencies and bond counsel.

Drafts, reviews and tracks contracts and requests for proposals relating to TTSTC administration and coordinates with Comptroller's office.

Drafts, reviews and revises internal policies, rules, and other TTSTC operational documents.

Conducts research and reviews, tracks and drafts legislation, submits reports and coordinates with legislative affairs staff.

Appear at meetings and hearings on legislative matters.

Responds to audit requests and comments.

Responds to open records requests.

Performs other related work as assigned.

Qualifications

EDUCATION:

Graduation from an accredited law school with an LL.B. or J.D. degree.

EXPERIENCE:

Five (5) years full-time experience in the practice of law as a transactional attorney.

Two (2) years of recent experience in at least one of the following areas: private equity transactions, hedge fund transactions,

legal research methods and techniques

Skill in:

Responsibilities include providing legal advice to the TTSTC pertaining to the following:

Reviewing, negotiating, and drafting legal documentation for investments in private equity funds, hedge funds, real estate funds, and others, including offering memoranda, limited partnership agreements, investment management agreements, side letters, subscription documents, non-disclosure agreements, stock purchase agreements, investors' rights agreements, and related documents
Preparing and reviewing requests for proposal or qualifications

Drafting and negotiating contracts with vendors, investment consultants, external investment managers, outside legal counsel, and broker-dealers

Reviewing and drafting documentation relating investment operations, including non-disclosure agreements, investment policies, and other duties as assigned

Reviewing, negotiating, and drafting derivative transaction agreements, including International Swaps and Derivatives Association (ISDA) agreements; Repurchase agreements, including Master Securities Forward Transaction Agreements (MSFTA)

Reviewing and providing counsel regarding regulatory matters, including Dodd-Frank regulatory compliance, and other federal and state laws, regulations and rules impacting TTSTC investment activities, including the Securities Act of 1933, Securities Exchange Act of 1934, the Investment Company Act of 1940, and other matters pertaining to ethics and fiduciary responsibilities

Conducts research and provides support:

Reviews and monitors proposed state or federal legislation and regulations

Provides advice and assistance regarding all applicable existing or proposed federal, state, and agency laws, rules, and policies

Conducts legal research and analysis, describing application of findings to TTSTC business and investment activities

Coordinates and reviews related work of paralegals, specialists, and support staff with regard to specific areas of responsibility

Effectively conveying information and encouraging an exchange of ideas (Communication)

Identifying, defining and solving problems (Problem Solving)

Ability to:

Prepare, prioritize and complete legal investment transaction documents for multiple fund closings, additional subscriptions,

If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Only applicants scheduled for interviews will be contacted.

Thank you for considering employment at the Comptroller of Public Accounts! The Comptroller's office is an equal employment opportunity employer.

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