



Physicians Caring for Texans

## TEXAS MEDICAL ASSOCIATION JOB DESCRIPTION

**DEPARTMENT** Health Law  
**TITLE** Assistant General Counsel  
**SUPERVISOR** Deputy General Counsel, Health Law

### BASIC FUNCTION

Provide competent legal representation to the corporate entity known as Texas Medical Association, its controlled corporate affiliates and certain of its elected leadership and executive staff.

### MAJOR RESPONSIBILITIES/TASKS

1. Provide general legal information to physicians, county medical societies, other attorneys, etc.
2. Monitor, attend, and testify at state and federal agencies on health care issues.
3. Draft and prepare legislation, riders, and amendments.
4. Review legislation and regulations to assess impact on TMA, physicians, etc.
5. Review, draft, and submit Amicus Curiae briefs, as needed.
6. Draft and update TMA Office of the General Counsel Whitepapers on various health law topics.
7. Give speeches at TMA related meetings and functions.
8. Assist the General Counsel and Deputy General Counsel in prosecution and defense of lawsuits.
9. Support divisions of Public Affairs and Socioeconomics regarding legislation and regulatory proposals and initiatives, including state funded indigent health care programs.
10. Serve as staff representation to TMA boards, councils and committees as necessary.
11. Monitor the department budget. Makes recommendations for annual budget to the Deputy General Counsel and General Counsel.
12. Maintain a self-development program to increase personal effectiveness and broaden knowledge and skill.
13. Arrange TMA participation in various educational programs.
14. Advise Executive Vice President and senior staff on legal matters.
15. Perform other duties as required or directed.

### SUPERVISORY RESPONSIBILITY

No full supervisory responsibilities. May have responsibility for work guidance of other full-time employees within department (e.g., functions as a lead person).

### INDEPENDENCE/SUPERVISION RECEIVED

Assignments are complex and may vary greatly. They require the exercise of independent judgment regarding the definition of basic problems and determination of courses of action to be taken.

## **GENERAL QUALIFICATION REQUIREMENTS**

### **Knowledge and Experience:**

Requires concentrated understanding of a unique or difficult comprehensive field of knowledge (e.g., law, medicine). Also requires a juris doctorate, a Texas license to practice law, and several years (e.g., 3 to 7) work experience.

### **Skills and Abilities:**

Ability to understand and follow oral and written instructions and to deal effectively with other TMA employees and members. Ability to communicate effectively both orally and with the written word. Must have excellent organizational skills. Ability to plan work which requires innovative, creative, and original thinking in order to develop solutions to unusual or major problems where decisions greatly affect TMA-wide program or operational considerations.

## **TO APPLY:**

Please go to [www.texmed.org](http://www.texmed.org)

- About TMA
- Work at TMA
- Employment Opportunities at TMA

Follow the application instructions for consideration. No walk-ins, faxes or phone calls, please.

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The purpose of a job description is to describe the overall function and general responsibilities of a job. Job descriptions are used in hiring and training and to provide employees with a better understanding of employer expectations. Descriptions are revised as job responsibilities change.

JGR

January 14, 2014