Texas State Board of Pharmacy
1801 Congress Ave Ste 13.100
Austin TX 78701
(512) 305-8000

Job Vacancy Announcement

Agency Job Posting #: TSBP 26-028
Work in Texas #: 17054990
Number of Openings: 1
Schedule: 20.00 – 40.00
Opening Date: August 13, 2026
Closing Date: August 27, 2026

Job Title: Legal Intern (Fall)
State Classification: 0059 – Clerk III (Temporary)
FLSA: Non-Exempt
Monthly Salary: $2,694 – 3,466 (A11)
Team: Legal
Reports to: General Counsel
Travel: None
New Hires & Rehires: 60-day waiting period for health coverage

Flex Schedule Allowance: Position Eligible
Teleworking Status: Position Eligible (Hybrid)

Military Crosswalk
Army: 15P, 42A, 56M, 68G, 420A
Navy: AZ, CS, LS, LSS, PS, RP, RS, SN, YN, YNS, 741X
Coast Guard: SK, YN, F&S, PERS
Marine: 0100, 0111, 0161, 3051, 3372, 3432, 4133, 6042, 6046, 6617, 6672, 0160, 0170
Air Force: 3F5X1, 8A200

The Texas State Board of Pharmacy Legal Internship Program offers paid, temporary employment positions for students currently enrolled in or recently graduated from an accredited law school. Selected candidates will be required to submit an official transcript to Human Resources for review prior to starting with the agency. Internships for the fall will begin no earlier than August 31, 2026, and end no later than December 18, 2026.

General Description

Performs highly complex (senior-level) clerical work. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment. Works closely with the agency's General Counsel and other agency attorneys.

The Texas State Board of Pharmacy (TSBP) is the state agency that regulates the practice of pharmacy in Texas. TSBP's legal team primarily focuses on disciplinary action against licensees and registrants under our enabling statute and other applicable laws and rules. Legal interns assess the legal sufficiency of complaints received by the agency, conduct legal research, assist in drafting allegations and determining the applicable laws, and assist with the appeals process at the Texas State Office of Administrative Hearings.

Essential Duties and Responsibilities

- Works on special projects to support legal team functions and needs.
- May review, edit, and/or reconcile discrepancies in reports, records, forms or similar types of documents.
- May prepare documents for data entry and post information to agency records.
- May file and maintain agency records or information.
- May assemble, organize, and prepare data for analysis.
- May research legal issues and prepares briefs and memoranda under the direction of agency attorneys.
- May draft memoranda and administrative rules for the Texas Register under the direction of agency attorneys.
- Complies with all agency personnel policies, including regular attendance.
- Performs related duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of office procedures; spelling, punctuation, and grammar; and legal terminology.
- Ability to prepare legal documents.
- Ability to meet rigid deadlines and pay strict attention to details.
- Strong interpersonal skills. Ability to establish and maintain effective relationships with a variety of contacts.
- Ability to conduct research and apply laws.
- Ability to maintain confidential and sensitive information.
- Strong written and verbal communication skills.

Education and Experience Requirements:
Current enrollment in, or graduation within the past twelve months from, a J.D. degree program with an accredited law school is required. High academic achievement is strongly preferred. Submission of law school transcript is required upon application.

Experience in administrative law is desirable. Knowledge of the Texas Pharmacy Act, Administrative Procedure Act, State Office of Administrative Hearings rules, Open Meetings Act, and Public Information Act is desirable.

License Required:
N/A

Environment/Physical Conditions
Normal office environment. Tobacco-free environment. Work involves sitting and operating a personal computer for long periods of time. Work involves reading and reviewing large numbers of documents. Work involves processing information quickly and accurately. Work involves frequent transporting of files between offices. Work involves frequent verbal communications with others, in person and by telephone. Work involves traveling to meetings.

The specific statements shown in each section of this position description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

Conditions of Employment
Upon employment, all persons hired will be required to complete state and/or national fingerprint identification checks. Employees must be eligible, as determined by the Texas Department of Public Safety, to access criminal history records. Felony convictions and certain misdemeanor convictions will cause ineligibility. Upon employment, employees must be able to pass the required online CJIS class regarding the security of criminal records.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form (Form I-9) upon hire. TSBP participates in E-Verify and will provide the Federal Government with your Form I-9 information to confirm that you are authorized to work in the U.S. TSBP is unable to sponsor employment visas.

In accordance with Texas Government Code, Sec. 651.005, all males who are 18 to 25 years of age must present proof of registration with Selective Service or exemption from registration upon hire.

How to Apply
Applicants must submit a completed State of Texas Application with all requested information. Incomplete applications will not be considered. A resume may be submitted to supplement the State of Texas Application; however, a resume submitted in lieu of the application will be rejected. Additionally, an application with "see resume" within the summary of experience is considered incomplete and will be rejected.

All applicants must also submit a cover letter that focuses on the applicant's unique qualifications for the position to be considered for the position.

The Texas State Board of Pharmacy (TSBP) accepts the State of Texas applications only for posted vacancies. Applications must be received by 11:59 P.M. CST on the closing date.

Applicants may submit their State of Texas application directly to TSBP using the following methods or online at WorkInTexas. Note that any supplemental items (such as cover letters and resumes) must be sent directly to TSBP by using the methods below:

Texas State Board of Pharmacy
1801 Congress Ave Ste 13.100
Austin TX 78701
human.resources@pharmacy.texas.gov

Military Preference
In order to receive a veteran's preference for any position, one of the following documents must be submitted with the employment application: a copy of the DD-214; a statement of compensation from the Veteran's Administration, or a copy of the DD1300.

The Texas State Board of Pharmacy (TSBP) is an Equal Opportunity/Affirmative Action/ADA Employer and Smoke Free Agency. The TSBP's employment positions are covered by the Fair Labor Standards Act (FLSA). TSBP does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status. A copy of TSBP's EEO Plan Utilization Report is available at http://www.pharmacy.texas.gov/files_pdf/EEO_Utilization_Report_TSBP_Amended.pdf