

Posting Preview

Posting Details

Posting Number: 0800078
 Job Title: Assistant City Attorney
 Department: Legal Department
 Position Type: Regular
 FLSA Category: Exempt
 Pay Group: 16
 Hiring Range: \$66,479 - \$87,336 Annually DOQ
 Work Schedule: TBD
 Posting Date: 12-22-2010
 Closing Date: 01-29-2010

Position Summary
 Under direction of the City Attorney, assists in representing the City in all litigation including preparing legal briefs, developing strategy, arguments and testimony in preparation for trials and hearings, including administrative hearings. Assists the City Attorney in providing legal advice to City officials and departments. Draft ordinances, resolutions, contracts, agreements, deeds, leases, franchises, etc.; review documents prepared by other agencies or parties; and approve as to form in writing all proposed ordinances before they are adopted, or file any objection in writing with the City Council.

Minimum Requirements:
 Graduation from an accredited law school with a Doctorate of Jurisprudence, plus at least five years of experience as an attorney. Shall have practiced law in the State of Texas including experience as it pertains to municipal government matters; for example, litigation and commercial law, land use and development, zoning, contracts, civil service, labor relations, water or waste water, or electric.

Knowledge/Skills/Abilities:
 Knowledge of civil law, judicial procedure and rules of evidence, ordinances procedures of processing, recording and preparing legal documents, records, and principles and methods of legal research; knowledge of municipal codes and applicable state laws and federal statutes; knowledge of open meetings/open records laws; establishes good working relationship with other entities, communicates well with public and other judicial bodies; knowledge of municipal organization and City Manager form of government. Knowledge of commercial and contract documents and knowledge of Municipal structure. Reading: Reads various legal documents. Writing: Writes reports and memoranda, and prepares legal documents accordingly. Math: Perform basic mathematical calculations to prepare, analyze and monitor budgets, and perform statistical analysis. Reasoning: Analyze legal documents; reviews and evaluates pertinent decisions, policies, regulations and other legal matters. Advanced Theoretical Knowledge: Demonstrates knowledge of City ordinances, municipal codes and applicable state laws and federal statutes.

Certificates/Licenses Required:	Must be a member of the Texas State Bar Association, licensed to practice law in the state of Texas and remain active with all Texas Bar annual requirements.
Preferred Qualifications:	
Physical Demands	Standing, sitting, walking, lifting/carrying, handling, fine dexterity, bending, vision, hearing/talking, pushing/pulling, reaching, foot controls.
Environmental Factors and Safety Hazards:	None
Equipment, Machines, Tools, and Work Aids:	Printer, copier, telephone, calculator, personal computer, Internet, fax machine, scanner.
Special Notes for Applicants:	