

DATE	May 2007
JOB CODE	
FLSA	EXEMPT
EEO	

JOB TITLE: First Assistant City Attorney DEPARTMENT/DIVISION: Legal

REPORTS TO: City Attorney

SUMMARY: Under the general direction of the City Attorney, provides legal advice on a wide variety of topics, in response to department head inquiries. Represents the City in litigation and controversies. Work is performed with general direction, working from broad goals and policies.

ESSENTIAL JOB FUNCTIONS:

- Advises Managers, Department Heads, and other internal staff on a variety of legal issues, which may include: condemnations, planning and zoning issues, property acquisition issues, contracts, urban development, resolutions, ordinances, annexation matters, agreements, and other applicable legal issues.
- Participates in litigation activities and proceedings, which includes: preparing dockets, anticipating defense, presenting evidence, asking appropriate questions, developing case theory, drafting pleadings, completing discover, and/or performing other related activities.
- Consults with and advises City employees, victims, witnesses, and/or other interested parties on proper legal procedures.
- Conducts a variety of legal research, analysis, and document preparation related to cases, statutes, records, and related information to determine applicable arguments and potential case outcomes; drafts a variety of legal documents, including ordinances, resolutions, contracts, agreements, and/or other legal documents.
- Participates in a variety of meetings to provide legal advice and receive and convey information.
- Participates in the development of the departmental budget, approves monetary requests, and monitors spending to ensure adherence with fiscal constraints.
- Represents the City in criminal and civil dockets and criminal trials and/or other related legal matters, which may include: determining cases to proceed to trial; determining if plea bargains are appropriate; making litigation decisions; and/or, performing other related activities.
- Represents the City in complex litigation in municipal and state courts; participates in formal discovery related to litigation matters.
- Responds to and resolves citizen inquiries that have a legal component.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

• Assists in the preparation and administration of the departmental budget.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of municipal government operations;
- Knowledge of applicable municipal, State, and Federal laws;
- Knowledge of criminal law principles;
- Knowledge of community resources;
- Knowledge of State and municipal ordinance prosecution principles;
- Knowledge of court methods and procedures;
- Knowledge of legal theory;
- Knowledge of legal terminology;
- Knowledge of parliamentary procedures;
- Knowledge of trial techniques and procedures;
- Knowledge of rules of evidence;
- Skilled in reading and understanding complex technical planning, zoning, and engineering related documents;
- Skilled in preparing real estate and eminent domain documents;
- Skilled in administering a budget;
- Skilled in prosecuting cases in courts;
- Skilled in applying legal principles to determinations on individual cases and problems;
- Skilled in performing research and analysis;
- Skilled in conducting negotiations;
- Skilled in analyzing, appraising and organizing facts, evidence, and precedents relevant to assigned cases;
- Skilled in preparing written opinions;
- Skilled in writing briefs;
- Skilled in strategically applying legal rules in court;
- Skilled in writing legal documents;
- Skilled in preparing depositions;
- Skilled in analyzing legal documents and instruments;
- Skilled in maintaining sensitive and confidential information;
- Skilled in prioritizing, organizing, and managing multiple projects;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- Juris Doctorate.
- Four years of experience in practicing law with a municipal government.
- Requires a License from the Texas State Bar.

PREFERENCES:

• None.

WORKING CONDITIONS:

- Frequent reaching, sitting, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 10 pounds.
- Work is typically performed in a standard office environment.
- Occasional exposure to criminal suspects and prison inmates.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.