



CARROLLTON T E X A S

DATE	May 2010
JOB CODE	
FLSA	EXEMPT
EEO	

JOB TITLE: 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, employment matters, 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.
- 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.
- Serves as a Prosecutor in the Municipal Court.
- 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 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 preparing written opinions;
- Skilled in writing briefs;
- Skilled in strategically applying legal rules in court;
- Skilled in prosecuting cases in courts;
- 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.
- Requires a License from the Texas State Bar.
- 2-5 years City government (political subdivision) experience, with employment law and/or civil service experience a plus.

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.