



DATE	January 2014
JOB CODE	
FLSA	EXEMPT
EEO	

JOB TITLE: City Attorney
DEPARTMENT/DIVISION: Legal
REPORTS TO: City Council

SUMMARY: Provide legal counsel to and representation of the City of Carrollton and will provide legal services and advice to the Mayor, City Council, City Manager, and to all City boards, commissions, and departments.

ESSENTIAL JOB FUNCTIONS:

- Represent the City in all aspects of municipal law and all other general legal matters involving the City.
- Provide legal opinions and advice on parliamentary process of the City Council, contemplated actions of City Council and City Manager, and potential legislation under consideration by City Council; attend all meetings of the City Council as legal advisor.
- Represent the City in civil litigation matters and dispute resolutions; respond to inquiries by City Council and City Manager regarding legal ramifications of pending litigation.
- Direct attorneys providing prosecution services in municipal court; represent the City in civil service matters.
- Manage Legal Department and legal staff.
- Demonstrate expertise in criminal law and procedure, and Constitutional law as they relate to cases in municipal court and on appeal.
- Working knowledge of laws affecting municipalities including but not limited to the Public Information Act, Texas Local Government, Government, Civil Service and Health and Safety Codes for purposes of civil code enforcement, procurement and contracting regulations.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- Responsible for preparation and administration of the departmental budget.
- Responsible for supervising Assistant City Attorneys and Administrative Assistant.

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 380 Agreements and development incentives;
- 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.
- 10+ years City government (political subdivision) experience
- Requires a License from the Texas State Bar.

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.