



DATE	April 2015
JOB CODE	
FLSA	EXEMPT
EEO	

JOB TITLE: Assistant City Attorney II
DEPARTMENT/DIVISION: Legal
REPORTS TO: City Attorney

SUMMARY: Under general direction, is responsible for performing legal research, investigating claims, complaints and lawsuits made against and/or on behalf of the City and prosecuting violators of City ordinances. Also responsible for interacting with and advising departments regarding claims, complaints and lawsuits made against and/or on behalf of the City. Responsible for responding to legal inquiries from other City departments and providing formal legal opinions. Responsible for case development and representing the City in administrative and court proceedings.

ESSENTIAL JOB FUNCTIONS:

- Research and draft legal documents including City ordinances, criminal complaints, resolutions, deeds, contracts, etc., for compliance with all applicable laws.
- Research and prepare legal documents in relation to civil litigation and administrative hearings, including but not limited to discovery, discovery responses, motions, appellate briefs and all pleadings.
- Attend hearings in state and federal district court and administrative tribunals.
- Review and advise departments on application of law and the personnel policy as to discipline and other employee relations matters.
- Assist in the investigation of employee disciplines, harassment claims and sworn internal affairs investigations.
- Prepare and submit written reports to the City Attorney on proposed legislation, progress reports, legal opinions, current lawsuits and potential lawsuits.
- Conduct initial interviews with claimants and recommend to the City Attorney actions to be taken.
- Conduct legal research regarding the consequences of various municipal government functions and prepare opinions for review by the City Attorney.
- Specialize in contracts, civil service, code enforcement, criminal law, employment relations, or litigation cases, particularly contracts, health/environmental, workers' compensation, tort/claims, and/or civil rights laws.
- Communicate legal options to management level staff in the City.
- Provide supervision to support staff on projects.
- Other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- None.

KNOWLEDGE, SKILLS, AND ABILITIES:

- 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.
- 3+ years City government (political subdivision) experience
- Requires a License from the Texas State Bar.

PREFERENCES:

- Experience in practicing employment law and/or Civil Service law

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.