



DATE	August 2023
JOB CODE	
FLSA	EXEMPT
EEO	

JOB TITLE: Assistant City Attorney IV
 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, with an emphasis on development-related issues, 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.
- 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.

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 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; and
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- Juris Doctorate.
- Seven years of experience in practicing law with a municipal government.
- Requires a current 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.