



City of Irving Job Description

Assistant City Attorney I

FLSA Status:	EXEMPT	Job Department:	City Attorney's Office
Job Code:	24211	Reports To (Job Title):	Senior Assistant City Attorney

PURPOSE

To prosecute class C misdemeanors through Municipal Court, including conducting defendant briefings, analyzing cases to determine options, representing the City of Irving in cases being heard before the judge or jury, preparing and defending against any motions or requests filed with the court, and working with citizens seeking to file criminal charges.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Conduct pre-trial hearings to educate defendants on options for disposing of their criminal citations, which includes reviewing cases to determine which options may be made available to each defendant.
- Prepare and defend against motions and requests filed with the court, including representing the State of Texas in cases being heard before the judge or jury.
- Interview citizen complainants and provides advice relating to legal action, including informing defendants regarding charges and court processes and procedures.
- Negotiate with defense attorneys regarding pleading or trying cases.
- Provide information to the general public regarding the municipal court process.
- Represent the City in code enforcement cases, which includes interviewing and preparing code enforcement personnel to testify at trial, drafting documents to file court cases, and trying cases until dismissed, settled, or determined by court or jury.
- Attend meetings with department officials and employees to discuss legal questions, including enforcement policies and procedures to be followed in various actions.
- Prepare legal pleadings and other legal documents, including opinions, memoranda, and contracts.
- Perform legal research and provides legal advice relating to cases, statutes, and ordinances.
- Assist in the drafting and review of proposed legislation, including the development of local ordinances.
- Perform other duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Counsel and train City employees, including officials, police officers, and other witnesses on effective testimony presentation and courtroom skills.
- Study newly-enacted legislation and recently decided case law, which includes attending continuing legal education seminars.

SUPERVISORY RESPONSIBILITIES

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 1-2 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Assist with the administration and development of a multi-million annual department budget.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Juris Doctorate from an accredited law school.

EXPERIENCE

- Six (6) months of professional legal experience preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

- Membership in the State Bar of Texas.
- Appropriate valid Texas driver's license.

KNOWLEDGE OF

- Law and Government: Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Legal Research: Resources and techniques, including electronic research tools.
- Education and Training: Instructional methods and training techniques, including curriculum design principles, learning theory, group and individual teaching techniques, design of individual development plans, and test design principles.
- Organizational Strategies: Tracking multiple variables by sorting, grouping, and calendaring.
- Office Systems: Administrative / clerical procedures and systems such as word-processing, filing and records management systems, form design principles, and other office procedures.
- English Language: The structure and content of the English language, including the meaning and spelling of words, and the rules of composition and grammar.

SKILLS AND ABILITIES IN

- Persuasion: Convincing others to approach things differently.
- Negotiation: Bringing others together and trying to reconcile differences.
- Functional Supervision: Motivating, developing, and directing people as they work.
- Writing: Communicating information and ideas effectively with others in writing as indicated by the needs of the audience, including via specific legal communications, such as pleadings, briefs, memoranda, and non-standard correspondence.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Coordination: Adjusting actions in relation to others' actions.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Reading Comprehension: Understanding written sentences and paragraphs in work documents.
- Judgment & Decision Making: Weighing the relative costs / benefits of a potential action.
- Active Learning: Working with new material or information to grasp its implications.
- Complex Problem Solving: Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Social Perceptiveness: Being aware of the reactions of others and understanding why they react the way they do.
- Synthesis and Reorganization: Reorganizing information to get a better approach to problems or tasks.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Oral Expression: Communicating information and ideas in speaking so others will understand.
- Writing Comprehension: Reading and understanding written information and ideas.
- Inductive Reasoning: Combining separate pieces of information or specific answers to problems to form general rules or conclusions. This includes coming up with a logical explanation for why a series of seemingly unrelated events occur together.
- Deductive Reasoning: Applying general rules to specific problems to come up with logical answers. This involves deciding if an answer makes sense or provides a logical explanation for why a series of seemingly unrelated events occur together.
- Fluency of Ideas: Developing a number of ideas about a given topic. This concerns the number of ideas produced and not the quality, correctness, or creativity of the ideas.
- Originality: Developing unusual or clever ideas about a given topic or situation, or developing creative ways to solve a problem.
- Problem Sensitivity: Telling when something is wrong or is likely to go wrong.
- Speech Recognition: Identifying and understanding the speech of another person.

GUIDANCE RECEIVED

Priorities and Policies

Organizational priorities and policies, along with professional standards and best practices, guide decisions and direction or advice given to others. Typically makes recommendations to superiors after considering various alternatives. Proactively addresses needed changes to policies, methods and procedures and obtains approval.

CONTACTS

Interacts with other city personnel, including key support personnel, managers, and directors; also, municipal court personnel, municipal court judges, police officers, code enforcement officers, residents, defense attorneys, outside counsel, and attorneys and staff at the District Attorney's Office, State Bar of Texas, other municipalities, professional organizations, and outside agencies.

EQUIPMENT AND PROPERTY

This position utilizes a PC, telephone, and copier with fax and scanner.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee constantly is required to listen, see, and sit. Frequently, s/he is required to grasp, handle, feel, talk, and/or walk. Occasionally, s/he is required to carry, drive a vehicle, and/or lift up to 10 pounds. In rare instances, s/he is required to climb. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee regularly attends emotionally charged and/or hostile meetings and may be exposed to violence. The noise level in the work environment is usually moderate.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.