



City of Irving Job Description

Assistant City Attorney II

FLSA Status:	EXEMPT	Job Department:	City Attorney's Office
Job Code:	2161	Reports To (Job Title):	Senior Assistant City Attorney or Deputy City Attorney

PURPOSE

To provide professional legal services to the Mayor, City Council, City Manager, City departments, and various City boards and commissions, and providing staff assistance to the City Attorney, including reviewing, drafting, and negotiating transactional documents, representing the City in litigation, and/or serving as a municipal court prosecutor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Prepare legal correspondence and documents, including letters, opinions, and memoranda.
- Perform legal research relating to cases, statutes, and ordinances.
- Receive and responds to employee, outside attorney, and resident requests and inquiries, including advising City department officials on legal questions and procedures.
- Prepare legal documents for and attends City Council, Board and/or Commission meetings in order to present items or provide legal advice or information.
- Attend meetings with other City department officials and employees to discuss legal issues.
- Study recently decided case law and proposed and new legislation and regulations; advise City officials of relevant changes and developments; represents the City before legislative bodies; and, attend continuing legal education seminars relating to municipal law.
- Perform functions of other attorney positions as needed.
- Perform related duties as assigned.

If assigned to Transactional functional area:

- Draft, evaluate, and negotiate transactional documents for the City, including counseling City departments about the contract administration process, investigating contract disputes, and developing resolutions in the interest of the City
- Draft, review, and/or present new ordinances and amendments to existing ordinances.

If assigned to Litigation:

- Represent the City before state and/or federal courts and before regulatory bodies; provide assistance to City departments and employees in connection with cases pending before said courts and regulatory bodies.
- Monitor progress of pending cases; conducts witness interviews; draft and file pleadings; draft and respond to discovery requests; conduct and defend depositions of key witnesses; and engage in settlement negotiations and mediations.

- In cases in which outside counsel is retained, provide assistance to outside attorneys; coordinate representation of the City and its employees; monitor progress of cases; and participate in settlement negotiations and mediations.
- Coordinate risk/litigation analysis with Risk Management.

If assigned to Prosecution:

- Prepare and defend against motions and requests filed with the municipal court, including representing the State of Texas in cases being heard before a judge or jury.
- Conduct pre-trial hearings to educate defendants on options for disposing of their criminal citations, including reviewing cases to determine which options may be made available to each defendant.
- Negotiate with defense attorneys regarding pleading or trying cases.
- Interview citizen complainants and provides information relating to legal action, and inform defendants regarding charges and court processes and procedures.
- Represent the City in code enforcement cases, including 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.

OTHER DUTIES AND RESPONSIBILITIES

- Review and response to Open Records requests; draft requests for an opinion from the Attorney General.
- Assist in the drafting and review of proposed legislation.
- Provide training on legal matters to various City departments.

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 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

None

QUALIFICATIONS:

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

EDUCATION

- Juris Doctorate from an accredited law school.

EXPERIENCE

- At least four (4) years of government law and/or professional legal experience is required.

CERTIFICATES, LICENSES, REGISTRATIONS

- Membership in the State Bar of Texas.
- Licensed to practice before the U.S. District Court for the Northern District of Texas Federal Court.
- 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.
- Office Systems: Administrative and clerical procedures and systems such as word-processing systems, filing and records management systems, form design principles, and other office procedures and terminology.
- 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 effectively with others in writing as indicated by the needs of the audience.
- 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 and 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.
- Organizational Strategies: Tracking multiple variables by sorting, grouping, and calendaring.
- 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.
- Written Expression: Communicating information and ideas in writing so others will understand, including specific legal communications such as pleadings, briefs, memoranda, and nonstandard correspondence.

- 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, residents; judges; attorneys; outside counsel; and attorneys and staff at the State Bar of Texas; other municipalities; professional organizations; and outside agencies.

EQUIPMENT AND PROPERTY

Personal computer, cell phone, copier with fax and scanner, label makers, calculators, and microfiche reader printer.

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, sit, and/or talk. Frequently, s/he is required to reach, stand, walk, carry, grasp, and/or handle. Occasionally, s/he is required to lift up to 10 pounds and drive a vehicle. In rare instances, s/he must kneel, climb, push, pull, lift up to 25 pounds, stoop, smell, and/or feel. 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 may attend emotionally charged and/or hostile meetings. The noise level in the work environment is usually quiet.

* 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.