

City of Fort Worth, Texas Job Description

Classification Title	Assistant City Attorney/ DFW Airport Attorney		
Job Code:	PR2800	Job Family:	Professional
Pay Grade	616	Date Created:	09/15/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

The Assistant City Attorney / DFW Airport Attorney with the Dallas Fort Worth (DFW) Airport provides legal assistance to the General Counsel for the DFW Airport and the City Attorney's Office including one or more of the following actions, and offers guidance to the Airport Board of Directors, the Chief Executive Officer, Airport Departments with questions that arise regarding the following actions:

- Filing charges against, prosecuting and resolving issues with violators of the Airport and city law, both criminal and civil;
- Initiating and defending civil suits on behalf of the Airport and the city;
- Researching legal issues and providing briefs summarizing the law;
- Preparing contracts, Airport Board Communications, ordinances, resolutions, and other legal documents;
- Providing legal advice to other attorneys in the Assistant City Attorney I and Assistant City Attorney II positions;
- Performing other legal tasks, as assigned.

The Assistant City Attorney / DFW Airport Attorney with the DFW Airport addresses more complex and specialized commercial airport legal issues, carries a greater and more difficult case load or assignment load than an Assistant City Attorney I or Assistant City Attorney II.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. All functions listed for Assistant City Attorney I and II.
2. Offers guidance to the General Counsel, Airport Board of Directors, the Chief Executive Officer, Airport Departments and other Airport staff on a broad range of complex legal issues impacting the Airport, including government procurement, compliance with Federal/State regulations, commercial leases, airport

concessions leases, supplier/vendor diversity issues and other legal issues unique to airports in the performance of functions listed in #1 above.

3. Supervises the investigation and handling of claims and complaints for potential litigation in a variety of areas including commercial airport related operations, breach of contract, tenant disputes, civil rights violations, employment discrimination, prohibited conduct, equal opportunity and related issues.
4. As lead in-house attorney, manages outside litigation counsel and assist/participates in pre-trial preparation of complex and difficult cases set for trial; arranges and participates in depositions; organizes documents and exhibits used in court cases; appear in federal and state courts for trials and appeals.
5. As lead in-house attorney, conducts and participates in pre-trial preparation of complex and difficult cases set for trial; arranges and participates in depositions; organizes documents and exhibits used in court cases; appears in federal and state courts for trials and appeals.
6. Maintains as lead in-house attorney a full case load of litigation involving the DFW Airport, exercising substantial independence in the management and trial of the cases.
7. Serves as liaison for the DFW Airport's General Counsel to negotiate and resolve significant and complex legal issues in transactional work.
8. Performs other duties as required.
9. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
10. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Legal principles, practices and procedures of common, civil, criminal, constitutional, aviation and administrative law.
 - Methods and techniques of legal research.
 - Law of damages for personal injury and property damage.
 - Pertinent Federal, State, and local laws, codes and regulations specific to airport management and operations.

- State and federal laws and constitutional provisions affecting city government and airport operations.
 - Modern principles and practices of public and municipal law.
 - City and DFW Airport Codes and Charter provisions.
 - Organization, duties, powers, limitations and authority of airport operations and the city attorney's office.
 - Methods and techniques of arbitration.
 - Federal, state and local court rules of procedures and evidence.
- **Skill in:**
 - Legal research, analysis and writing.
 - Negotiation.
 - Computers and applicable software.
 - Organization and time management.
 - Participating in trials.
 - Public speaking.
 - Personnel management.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Organize, interpret and apply legal principles and knowledge of complex legal problems.
 - Prepare and present as lead attorney difficult cases in court.
 - Interpret and apply Federal, State and local policies, procedures, laws and regulations.
 - Establish and maintain effective working relationships with those contacted in the course of work.
 - Present statements of law, fact and argument clearly and logically.
 - Conduct research on complex legal problems and prepare sound legal opinions.
 - Recommend and implement goals, objectives, and practices for providing effective and efficient legal services.
 - Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
 - Research, analyze and evaluate new service delivery methods, procedures and techniques.
 - Effectively apply legal knowledge and principles in court.

MINIMUM JOB REQUIREMENTS

Juris Doctorate from an accredited law school and eight years of increasingly responsible experience in airport, city or related government law, including trial experience.

OTHER REQUIREMENTS

Possession of a license from the Supreme Court of Texas to practice law.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

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

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.