

City of Fort Worth, Texas Job Description

Classification Title	Deputy City Attorney		
Job Code:	AD1191	Job Family:	Assistant Department Directors
Pay Grade	307	Date Reviewed:	07/08/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Assists in planning, directing, managing and overseeing the activities and operations of the City Attorney's Office. Coordinates assigned activities with other departments and outside agencies; provides complex legal advice to city representatives and employees in legal disputes or litigation; supervises the work of attorneys; and provides complex administrative support to the City Attorney.

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. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems and internal reporting relationships; identifies opportunities for improvement; reviews with the City Attorney; and implements improvements.
3. Coordinates with the City Attorney to handle and direct pending legal matters affecting the City of Fort Worth.
4. Assists in the development, administration and management of the annual budget. Directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approve expenditures; and implements adjustments, as necessary.
5. Serves as liaison for the City Attorney's office with other city departments, divisions and outside agencies. Negotiates and resolves controversial issues.
6. Manages and prepares complex legal cases; and appears before courts and administrative proceedings to represent and litigate the city's interests.
7. Supervises and participates in compiling and codifying city ordinances; and drafts contracts involving municipal transactions.

8. Researches legal questions and evaluates the impact on city policies and procedures. Conducts legal research; prepares legal opinions; and provides legal advice to the Mayor, City Council, City Manager, and other city officials; evaluates policies and procedures; and makes recommendations.
9. Coordinates office activities with those of other departments and outside agencies and organizations; provides staff assistance to the City Attorney; and prepares and presents staff reports and other necessary correspondence.
10. Performs other related duties as required.
11. 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.
12. 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:**

- Operational characteristics and activities of a city attorney's office.
- Legal principles, practices and procedures of civil, criminal, constitutional and administrative law.
- Organization, duties, powers, limitations and authority of city government and the city attorney's office.
- Constitutional provisions affecting city government.
- Legal ordinances and city codes.
- Court procedures and rules of evidence.
- Established precedents and sources of legal reference applicable to city activities.
- Methods and techniques of legal research.
- Modern and complex principles and practices of program development and administration.
- Advanced principles and practices of municipal budget preparation and administration.
- Complex principles and practices of public law.
- Principles of supervision, training, and performance evaluation.
- Pertinent Federal, State, and local laws, codes and regulations.

- **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.
- Manage, direct and coordinate the work of legal supervisory, professional and technical personnel.
- Organize, interpret and apply legal principles and knowledge of complex legal problems.
- Prepare and try complex legal cases in court.
- Present statements of law and fact.
- Argue clearly and logically.
- Conduct research on complex legal problems and prepare sound legal opinions.
- Supervise and participate in the preparation and trial of difficult and important cases.
- Recommend and implement goals, objectives, and practices for providing effective and efficient legal services.
- Prepare and administer large and complex budgets.
- Prepare clear and concise administrative and financial reports.
- 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.
- Interpret and apply Federal, State and local policies, procedures, laws and regulations.
- Select, supervise, train and evaluate staff.
- Effectively apply legal knowledge and principles in court.
- Properly interpret and make decisions in accordance with laws, regulations and policies.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

A Juris Doctorate from an accredited law school and ten years of increasingly responsible experience in city or related government law, including three years of administrative and supervisory responsibility and relevant trial and/or transactional 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.