

City of Fort Worth, Texas Job Description

Classification Title	Senior Assistant City Attorney		
Job Code:	PR2280	Job Family:	Professional
Pay Grade	616	Date Created:	07/14/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Provides legal assistance to the City Attorney's Office, including one or more of the following actions, and offers guidance to other attorneys with questions that arise regarding the following actions:

- Filing charges against, prosecuting and resolving issues with violators of city law, both criminal and civil;
- Initiating and defending civil suits on behalf of the city;
- Researching legal issues and providing briefs summarizing the law;
- Preparing contracts, M&C's (Mayor and Council Communications), ordinances, resolutions, and other legal documents;
- Providing legal advice to the City Council, the City Manager's Office, City Departments, and City Boards and Commissions; and
- Performing other legal tasks, as assigned.

The Senior Assistant City Attorney addresses more complex legal issues and carries a greater and more difficult caseload 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. 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. Performs all functions listed for Assistant City Attorney I and II.
3. Offers guidance to attorneys who are serving as Assistant City Attorney I or Assistant City Attorney II in the performance of functions listed above.
4. Supervises the investigation and handling of claims and complaints for potential litigation in a variety of areas including civil rights violations, employment discrimination, prohibited conduct, equal opportunity and related issues.

5. Receives and reviews claims and lawsuits filed against the City including liability claims for personal injury or death; coordinates the investigation, evaluation, settlement or litigation of claims.
6. As lead 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.
7. Maintains as lead attorney a full case load of litigation involving the City, exercising substantial independence in the management and trial of the cases.
8. Serves as liaison for the City Attorney's Office to negotiate and resolve significant and complex legal issues in transactional work.
9. Performs other related duties as required.
10. 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.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Legal principles, practices and procedures of common, civil, criminal, constitutional 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.
 - State and federal laws and constitutional provisions affecting city government.
 - Modern principles and practices of public and municipal law.
 - City Codes and Charter provisions.
 - Organization, duties, powers, limitations and authority of city government and 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.

QUALIFICATIONS

Minimum:

An equivalent combination of education and experience sufficient to perform the essential duties of the position may qualify; Human Resources Department will determine appropriate qualifications. A typical way to obtain the minimum requirements would be:

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