

JOB DESCRIPTION

JOB TITLE: Deputy City Attorney

JOB NO: MG014212

JOB FAMILY: Managerial

FLSA: Exempt

SAFETY SENSITIVE: No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

To perform highly complex professional legal work assisting the City Attorney in providing a wide scope of legal services to the City of Mesquite, the City Council, City Staff and various boards and commissions, including legal advice, opinions, and recommendations, participating in litigation; acting in absence of the City Attorney; exercising functional and technical supervision over professional and support staff.

SUPERVISION

General supervision is provided by the City Attorney.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. All behaviors comply with the Code of Conduct and Rules of Behavior outlined in Chapter 8 of the General Government Policies and Procedures Manual.
2. Represent and provide legal advice and opinion to the City in all aspects of Municipal law, including land use, planning, zoning and development, personnel/employment and policy issues, contracts, civil service, municipal liability, open government, purchasing and all other legal matters facing the City.
3. Perform complex legal research, analyze and prepare formal legal opinions in response to proposals, questions and issues presented to the City Attorney's Office from the City Council, City Manager, boards, commissions and City departments.
4. Provide legal advice, opinions and recommendations, communicated both orally and in writing, to other city departments regarding various legal issues facing the City.
5. Provide legal advice opinion and recommendations to the Planning and Zoning Department and Commission; attend meetings, including public hearings and work sessions; review zoning requests, plats and other land use matters for legal requirements.
6. Draft and review various legal documents relating to municipal operations including contracts, ordinances, resolutions, releases, agreements, deeds, leases and other legal documents as required. Review and prepare various items for City Council Agenda.
7. Attend City Council meetings as necessary and in absence of City Attorney; act as City Attorney in the absence of City Attorney in other situations as required.
8. Provide representation in general civil litigation administrative hearings and dispute resolution; prepare pleadings, briefs, motions and other documents as required.
9. Coordinate with law firms and attorneys providing representation for the City in litigation and other matters.

10. Participate and act as legal advisor in interdepartmental meetings to review and draft new ordinances and City policies, review contracts and proposed development, and discuss and assist in resolution of various municipal issues.
11. Provide legal representation and participate in meetings with outside individuals and entities in connection with City interests and issues.
12. Attend as legal advisor at various city board, commission and staff meetings.

OTHER DUTIES AND RESPONSIBILITIES

1. Review and provide interpretation and opinions relating to legislation and case law directly or indirectly affecting all aspects of Municipal interest; keep abreast of court decisions and legislative changes.
2. Attend Continuing Legal Education seminars.
3. Supervise and provide support and advice to the Assistant City Attorney(s) in the performance of their duties and take part in their evaluation.
4. Provide support and advice and assist in supervision and evaluation of paralegal/clerical support staff in the City Attorney's office.
5. Perform related duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

Juris Doctorate or equivalent degree from an accredited law school

EXPERIENCE

Six years of broad professional legal experience in municipal law including diverse legal research experience and courtroom/trial experience.

LICENSES AND CERTIFICATES

Membership in the State Bar of Texas.

Possession of or ability to obtain license for practice before U.S. District Court and U.S. Circuit Court of Appeals.

KNOWLEDGE SKILLS AND ABILITIES

Knowledge of:

Local, State and Federal laws, ordinances, statutes and court decisions relating to municipal operation.

Laws and procedures pertaining to land use, zoning and procedures related thereto.

Methods and techniques of legal research.

Texas Tort Claims Act and municipal liability.

Organization, function and authority of various City departments.

Texas Open Records Act, Open Meetings Act and Conflict of Interest Statute.

State and Federal court decisions pertaining to civil rights, and constitutional law.

Contract and bidding laws.

Civil procedure; methods and practices of pleadings.

Principals and practices of criminal law.

Skill in:

Analyzing legal questions, applying the correct legal principals, determining the potential consequences of a proposed action and presenting facts and legal conclusions in a clear and logical form.

Performing in depth legal research on a wide variety of legal matters.

Communicating, orally and in writing, legal advice, opinions and recommendations to the City Council, boards and commissions, and city departments on a variety of legal issues.

Drafting contracts, complex legal opinions, ordinances, agreements, leases, deeds, pleadings, briefs, and other legal documents.

Ability to:

Analyze, interpret and appraise facts, legislation and legal precedents.

Interpret Federal, State and local policies, procedures, laws, rules and regulations.

Determine the potential consequences of a proposed action and present facts and legal conclusions in a clear and logical form.

Perform highly complex legal research on a wide variety of legal matters.

Analyze and prepare effective legal opinions, ordinances, contracts, agreements, leases, deeds, pleadings, briefs, and other legal documents.

Communicate clearly and logically both orally and in writing.

Prepare sound legal opinions using independent judgment.

Establish and maintain cooperative, effective working relationships with those contacted in the course of work.

Represent the City in general civil matters and dispute resolution.

Assist in the supervision, training and evaluation of Assistant City Attorney(s) and paralegal/clerical staff.

Pass a medical physical exam

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities that may include the following:

- *Walking, standing, or sitting for extended periods of time.*

