City of Dallas
Classification Specification

Title:	**Assistant City Attorney I**	**Class Code:**	**22013**
Application:	**Career Series**	**Pay Grade:**	**L1**
Supplemental/Code:	**Professional/2**	**Established:**	**10/01/94**
FLSA Status:	**Exempt**	**Revised:**	**10/01/14**

Position Purpose:

This is the entry level attorney position which uses well established legal procedures and precedents to perform a variety of professional legal functions. This position works under supervision to perform legal work requiring specialization in trial, prosecution, criminal law, or other types of legal work. Work is reviewed by higher level attorneys.

Essential Functions:

1. Prepares and presents cases in municipal court involving violations such as traffic, zoning, and comparable code violations.
2. Assists attorney of higher rank in preparing cases for trial and performs trial work involving civil or criminal cases.
3. Searches for, interprets, and applies laws, court decisions, and other legal authorities on points of law in the preparation of opinions.
4. Prepares legal opinions, memoranda and data for the guidance of the departments in the city and represents departments in court proceedings.
5. Interviews police officers, inspectors, city employees, or other witnesses in cases involving the City of Dallas.
6. Discusses case strategies, progress, issues and relevant law with superiors.
7. Studies state, federal and general municipal law for information and precedents bearing on city legal issues and works with superiors to resolve issues involving the City of Dallas.
8. Attends meetings with departmental officials and employees to advise on legal questions and impact of city decisions, policies, proposed actions and procedures which should be followed.
9. Performs other legal duties as directed by the City Attorney to resolve legal issues involving the City of Dallas.
10. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

Knowledge of the principles of civil and criminal law, city ordinances, state laws, established precedents and sources of legal reference.

Knowledge of court procedures and rules of evidence.

Knowledge of the principles, methods, materials, practices and references utilized in legal research.

Ability to analyze, appraise, and organize facts, evidence and precedents concerned in assigned cases.

Ability to present and argue cases in court and to handle unanticipated problems smoothly.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Special Requirements:

Bachelor's degree and law school graduate.

Admission to the State Bar of Texas, and where applicable, in federal court.

Working Conditions and Hazards:

Work performed under normal office conditions.

The above statements are intended to describe the general nature and levels of work performed by personnel assigned to this classification and are not necessarily an exhaustive list of all responsibilities, duties and skills required.