

City of Dallas
Classification Specification

Title:	Senior Executive Assistant City Attorney	Class Code:	22021
Application:	Career Series	Pay Grade:	L6
Supplemental/Code:	Professional/2	Established:	10/01/94
FLSA Status:	Exempt	Revised:	10/01/14

Position Purpose:

This position provides direct administrative and supervisory assistance to the City Attorney. The nature, scope, and general responsibilities of the position are identical to those of the City Attorney on a second in command basis. Responsible for the overall performance of the department in the absence of the City Attorney.

Plans, organizes, and directs the overall management, and supervision of a major division of the City Attorney's Office, including Litigation or General Counsel. This classification also includes the First Assistant City Attorney position.

Essential Functions:

1. Directs, through subordinates, a major division of the City Attorney's Office, including Litigation or General Counsel. The Litigation division includes personal injury, civil rights, code compliance and environmental litigation, general litigation, prosecution, appellate litigation, employment litigation and hearings and other legal representations. The General Counsel Division includes transactions and advisory, transactions, zoning, D/FW Airport, special projects, and police liaison sections.
2. Division Head of Litigation assigns attorneys to cases, monitors progress, and provides counsel to subordinate attorneys in legal strategies. Division Head of General Counsel is responsible for review of all city contracts, ordinances, and real estate transaction documents. First Assistant assumes authority for the performance of the City Attorney's Office in the absence of the City Attorney.
3. Reviews personnel actions which include recommendations for hiring, training, performance evaluations and other personnel actions to ensure productivity and quality standards are maintained.
4. Represents the city in meetings or hearings with judges of municipal, state and federal courts, corporations and organizations, attorneys, citizens, boards and commissions, and other clients.
5. Recommends immediate action through the City Attorney to avoid city tort claims that could arise from faulty City equipment.
6. Prepares procedures to facilitate prompt handling of city payment to injured citizens.
7. Develops and implements internal management procedures.

8. Supervises the operations of the City Attorney's Office including:
 - prosecution of cases before the municipal court,
 - approves ordinances before they are adopted by the City Council, and
 - handles litigation pending in municipal, state and federal courts
 - representation of city in legal hearings.
9. Legal adviser to the City Manager, City Council, boards and commissions, city officers, departments and employees on all legal matters pertaining to the City of Dallas.
10. Perform other legal duties as directed by the City Attorney to resolve legal issues involving the City of Dallas.
11. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

Thorough knowledge and experience as a practicing attorney with emphasis on trial work in the fields of administrative law, personal injury, civil rights, code enforcement, eminent domain, employment, real estate transactions, other legal transactions, and other legal matters.

Background experience in public administration and communication skills.

Ability to work with a diversified group of individuals.

Ability to establish and maintain an effective rapport with clients, business organizations, employees, various associations and the general public.

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.