

**City of Dallas**  
**Classification Specification**

<b>Title:</b>	<b>City Attorney</b>	<b>Class Code:</b>	<b>24300</b>
<b>Application:</b>	<b>Single Incumbent</b>	<b>Pay Grade:</b>	<b>Miscellaneous</b>
<b>Supplemental/Code:</b>	<b>Supervisory/0</b>	<b>Established:</b>	<b>10/01/94</b>
<b>FLSA Status:</b>	<b>Exempt</b>	<b>Revised:</b>	<b>05/01/2013</b>

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**Position Purpose:**

The City Attorney is the chief legal counsel for the City. The position provides supervision to all attorneys and staff in the City Attorney's Office, which provides legal counsel to the City Council, city officials, departments and employees on all legal matters involving the City of Dallas, legal opinions and representation for all matters concerning city government and advises the City Council of all proposed legislation affecting the City from municipal, state and federal sources.

**Essential Functions:**

1. Plans, organizes, and directs the operations of the City Attorney's Office through two managing Senior Executive Assistant City Attorneys including the administration of oaths and affidavits, prosecution of all cases brought before the Municipal Court, prosecution and defense of all cases involving the City of Dallas in state and federal courts, inspection and issuance of legal opinions on papers, documents, contracts and other instruments, legal issues in which the City may be interested, and provision of legal advice to all official boards and commissions and all City officers and employees with respect to questions involving an official duty or other legal matter pertaining to the affairs of the City of Dallas.
2. Represents the city in all litigation and controversies.
3. Administers oaths and affidavits.
4. Approves as to form in writing all proposed ordinances before they are adopted, or filed with the city council, in writing, any objection to an ordinance.
5. Drafts all proposed ordinances granting franchises.
6. Inspects and passes upon all papers, documents, contracts, and other instruments in which the city may be interested.
7. Provides legal advice to the City Manager and the City Council with respect to questions involving an official duty or other legal matters.
8. As directed by City Council, institute suit against any offending party in the court having jurisdiction over the specific matter to obtain a judgment or forfeiture of the franchise or privilege.
9. Advises the city council, city manager, and all the departments of the city concerning new or proposed state or federal legislation and represents the city before all legislative bodies in matters affecting the city.
10. Appears in any and all litigation affecting the city and represent the city in such manner as he or she deems to be in the best interest of the city, and institute such legal proceedings as may be necessary or desirable on behalf of the city.

11. The City Attorney works with the Risk Management department to manage Risk funds, and the City Attorney manages outside counsel expenditures.
12. Hires or discharges such clerical personnel or other personnel as may be authorized for the city attorney's department by city council.
13. When deemed in the best interest for the city, advise or represent officers and employees of the city in litigation in matters arising out of the official conduct of their office or duties or in the course of their employment.
14. Performs such other legal duties as directed or requested by the City Council or as required to resolve legal issues involving the City of Dallas.
15. Regular, reliable and punctual attendance is an essential function of the job.

**Knowledge, Skills and Abilities Required to Perform Work:**

Thorough knowledge of the principles and practices of managing municipal administration.

Thorough knowledge of federal and state laws and regulations governing city government.

Thorough knowledge of principles of management techniques and public administration.

Ability to communicate effectively orally and in writing.

Ability to manage and supervise subordinate staff.

Ability to work with a diversified group of individuals.

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.

The City Attorney shall be a resident of the City of Dallas. If at the time of appointment, the city attorney resides outside the City of Dallas, then he or she shall move into the city within a time period required by the city council.

**Working Conditions and Hazards:**

Work performed under normal office conditions.

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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.