

Benefits Attorney

The General Counsel Division of the Dallas City Attorney's Office seeks an energetic, self-motivated attorney licensed in Texas, in good standing with the Texas Bar, and possessing a minimum of 5 years relevant experience to fill a full-time position in the Division's Government Services Section.

The General Counsel Division is responsible for the preparation of all city contracts, ordinances, and real estate transaction documents; provides legal advice and counsel on a variety of matters, including aviation and transportation, bond and finance, elections, employee benefits and retirement, federal and state grant programs, economic development projects, housing and community developments, public utilities and water law issues, procurements and contract claims, open meetings, open records, zoning and land use, and environmental law issue; and advises and counsels city officials, city management, the city secretary and other various departments of the City of Dallas. The position does not involve litigation, although the successful applicant will occasionally work with and advise litigators on matters.

The preferred candidate must have extensive experience with employee / employer benefits law, including public retirement plans; pension fund issues; medical and health benefit plans; HIPAA; and other compensation, medical, and benefits issues. Experience with government procurement and municipal finance would also be a plus.

Salary is commensurate with experience. The City's comprehensive benefits package comes with the position. This attorney position is a position with the City Attorney's Office, and, as such, is exempt from the provisions applicable to the civil service, pursuant to Chapter XVI, §9 of the Dallas City Charter. Information concerning the Dallas City Attorney's Office is available at www.dallascityattorney.com.

Interested applicants must send (i) a resume, (ii) a writing sample of not more than ten pages, and (iii) three professional references to:

Tamera Barton Tignor
Office of the Dallas City Attorney
1500 Marilla, Suite 7DN
Dallas, Texas 75201

Or

Tamera.tignor@dallacityhall.com (preferred method)

Please, no phone inquiries.