

**Assistant City Attorney
Dallas City Attorney's Office**

The Dallas City Attorney's Office is seeking an energetic, self-motivated attorney with at least five years of relevant experience to fill a full-time position in the General Counsel Division. Applicants must be licensed to practice law in Texas and be in good standing with the State Bar of Texas and must also possess excellent oral and written communication skills.

The successful candidate will provide advice and counsel to the Dallas City Council, the city manager, the city secretary, and various city departments. Additionally, the successful candidate will negotiate and draft contracts for the procurement of goods and services, housing and economic development incentives, tax abatements, and grants and loans; write legal opinions; draft resolutions, ordinances, memoranda, and correspondence; and analyze and advise on claims and disputes, open meetings, and other general legal advice. The successful candidate will also work closely with city staff to support the Dallas City Council and its boards and commissions, special districts, and local government instrumentalities. The successful candidate must be familiar with various local, state, and federal laws, and program requirements for municipal government.

This position does not involve litigation, although the successful applicant will occasionally work with and advise litigators on matters. Other duties may also be assigned. Experience in municipal law, government contracting, and/or procurement is a plus.

Salary is commensurate with experience. The city's comprehensive benefits package comes with the position. This position is exempt from the provisions applicable to civil service, pursuant to Chapter XVI, Section 9 of the Dallas City Charter. Details concerning the Dallas City Attorney's Office are available at www.dallascityattorney.com.

If interested, please send a cover letter, resume, and writing sample of no more than ten pages to:

attresumes@dallas.gov

No phone calls, please.