

Assistant City Attorney Dallas City Attorney's Office – Real Estate and Construction

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 Real Estate and Construction Section of the General Counsel Division. Applicants must be licensed to practice law in the State of Texas and in good standing with the Texas Bar.

The successful candidate will provide advice and counsel to the Dallas City Council, the city manager, the city secretary, and various city departments. The successful candidate will also negotiate and draft contracts to support construction, real estate, housing, cultural arts, parks, convention center, and economic development related transactions, and draft legal opinions, resolutions, and ordinances.

A substantial amount of the successful candidate's daily work involves negotiating and drafting contracts for the procurement of goods and services, construction, engineering, real estate development, ground leases, concessions, grant agreements, and various housing and economic development agreements. This position also involves open meetings, and the successful candidate will have to become knowledgeable about the Texas Open Meetings Act, apply open meetings rules, and work closely with city staff to support the Dallas City Council and its boards and committees. The position does not involve litigation, although the successful applicant will occasionally work with and advise litigators on matters. Other duties may be assigned.

Experience in municipal law, real estate, government contracting and procurement, and/or public works construction is a plus. Applicants should possess excellent oral and written communication skills.

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

attresumes@dallascityhall.com

No phone calls, please.