

Assistant City Attorney
Dallas City Attorney's Office – General Counsel Division

The Dallas City Attorney's Office is seeking an energetic, self-motivated attorney with a minimum of two to three years of experience to fill a full-time position in the General Counsel Division of the City Attorney's Office.

The General Counsel Division is responsible for the preparation of all city contracts, ordinances, and real estate transaction documents. This division also provides legal advice and counsel on a variety of matters, including aviation and transportation, bond and finance, elections, 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. The successful candidate will advise city officials and departments on topics listed above and draft code amendments, ordinances, legal opinions, contracts, and real estate documents. Other duties may be assigned.

This position does not involve litigation, although the successful applicant will occasionally work with and advise litigators on matters.

Applicants must be licensed to practice law in Texas and be in good standing with the State Bar of Texas. Candidates must possess excellent writing, organizational, legal research, and analytical 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, please send a resume, cover letter, and writing sample (no more than 10 pages) to:
attresumes@dallascityhall.com

No phone calls, please.