

Assistant City Attorney Dallas City Attorney – Deputy Chief of Torts Section

The Dallas City Attorney's Office is seeking an energetic, self-motivated civil litigator with a minimum of seven years of relevant experience, licensed to practice law in Texas and in good standing with the Texas Bar to fill a full-time civil litigation and supervising attorney position in the Torts Section. Applicants should be familiar with and have experience defending personal injury lawsuits in Texas state court. Applicants must have excellent research, writing, analytical, and critical thinking skills. Applicants must also be organized, able to work well under pressure, handle multiple tasks, prioritize work, and have effective oral and written communication skills.

This position involves defense of tort claims (personal injury and premises liability) brought against the City of Dallas and its employees under the Texas Tort Claims Act. The successful candidate will be responsible for managing a high-volume case load and handling a variety of litigation matters, including preparing and drafting pleadings, motions, briefs, written discovery, and other case-related documents; attending depositions; appearing at hearings; assisting as lead or co-counsel in all phases of case development, including trial preparation and trials; negotiating settlements, and mediating cases. The successful candidate will also be responsible for briefing and arguing, if necessary, any torts appeals in collaboration with the Appellate Section. The successful candidate will also be assigned to handle responses to discovery requests in civil cases to which the city is not a party. The successful candidate will also review contracts and insurance policies, seek defense and indemnification when applicable and monitor outside counsel, as necessary, and advise the Office of Risk Management on pre-litigation claims. The successful candidate also will be responsible for assisting the section chief in supervising a team of attorneys, paralegals, and secretaries, reviewing and assigning new cases and conducting regular case reviews of open cases, and mentoring attorneys. Other duties may be assigned.

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.