

Paralegal
Dallas City Attorney's Office – Criminal Law & Police Section

The Dallas City Attorney's Office is seeking an energetic, organized paralegal with at least three to five years of experience to fill a full-time position in the Criminal Law and Police Section. The section provides legal advice and counsel to the Dallas Police Department (DPD) and Public Safety Committee on various legal issues, including the daily operations, legislative updates, Texas Public Information Act, expunction and non-disclosure law, third-party discovery and subpoenas, and the United States and Texas Constitutions, including search and seizure laws.

The successful candidate will assist attorneys and must be proficient in preparing pleadings, motions, briefs, discovery, and other legal documents for e-filing in state and federal court and the Office of the Texas Attorney General and must be proficient in organizing large sets of documents for production in litigation cases, including making necessary redactions, labeling, separating, and combining large physical and digital files. The successful candidate must also be able to maintain calendars, schedule appointments, meetings, hearings, and conferences for attorneys; draft routine, standard correspondence; and archive files in accordance with the City of Dallas' records management policy. Other duties may be assigned.

Candidates must have a paralegal certificate or a bachelor's degree in a related field. Candidates must be proficient in Microsoft Word, Excel, Outlook, and Adobe Acrobat Professional and must have the ability to effectively communicate verbally and in writing. Applicants must also be able to work independently and work well under pressure. Candidates must have strong organizational skills, with attention to detail. Candidates must have the ability to establish and maintain effective working relationships with all levels of management, city officials, vendors, other government agencies, other employees, and the public.

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 three references to:

attresumes@dallas.gov

No phone calls, please.