

City of Dallas
Classification Specification

Title:	Senior Assistant City Attorney II	Class Code:	22019
Application:	Career Series	Pay Grade:	L4
Supplemental/Code:	Professional/2	Established:	10/01/94
FLSA Status:	Exempt	Revised:	10/01/14

Position Purpose:

Serves as Deputy Section Chief (or senior experienced attorney) in a section of the City Attorney's Office, including personal injury, civil rights, code compliance and environmental litigation, general litigation, prosecution, employment, transactions, criminal law and police, zoning, and DFW Airport.

Essential Functions:

1. Supervises through subordinates, legal work activities involving trials, claims, taxation, condemnation or other types of legal work.
2. Provides counsel and advice to subordinates on difficult and routine matters; prepares difficult briefs and arguments on appeals to higher courts.
3. Prepares and presents cases in municipal, state, and federal court involving violations such as traffic, zoning, and comparable code violations and litigation involving personal injury, civil rights, employment, zoning, eminent domain, environmental, code compliance and other general litigation claims.
4. Legal adviser to the City Manager, City Council, boards and commissions, city officers, departments and employees on all legal matters pertaining to the City of Dallas.
5. Recommends immediate action through the City Attorney to avoid city tort claims that could arise from faulty City equipment.
6. Prepares and initiates condemnation actions for major projects.
7. Prepares difficult and highly complex contracts for major city purchases.
8. Represents the City Attorney in meetings or hearings with judges of municipal, state and federal courts, corporations and organizations, attorneys, citizens, boards and commissions, and other clients.
9. Attends meetings of departmental officials and employees to advise on legal questions and impact of city decisions, policies, proposed actions and procedures which should be followed.
10. Prepares legal opinions, memoranda and data for the guidance of the departments in the city and represents them in a variety of court proceedings.
11. Reviews city requests for open records and prepares appropriate response.
12. Assists attorney of higher rank in preparing cases for trial and performs trial work involving major civil or criminal cases.

13. Searches for, interprets, and applies laws, court decisions, and other legal authorities on points of law in the preparation of opinions and in research on issues arising in city litigation, claims, and transactions.
14. Interviews police officers, inspectors or other employees or individuals in presenting city issues and cases.
15. Discusses case strategies, progress, issues, and relevant law with superiors.
16. Studies case law for information and precedents bearing on city legal issues for application in cases, claims, and transactions for review by superiors.
17. Prepares briefs and arguments on appeals to higher courts and evaluates appeal cases and recommends whether or not the city should appeal.
18. Approves legal documents for bids, contracts and bonds for city work and supplies.
19. Drafts and reviews contracts, transactions, ordinances, and formal resolutions for completeness and legality and does legal research as required.
20. Performs other legal duties as directed by the City Attorney to resolve legal issues involving the City of Dallas.
21. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

Thorough knowledge and experience as a practicing attorney with emphasis on trial work in the fields of administrative law, personal injury, civil rights, code enforcement, eminent domain, employment, real estate transactions, and other transactional work.

Background experience in public administration and communication skills.

Ability to work with a diversified group of individuals.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Special Requirements:

Bachelor's degree and law school graduate.

Admission to the State Bar of Texas, and where applicable, in federal court.

Working Conditions and Hazards:

Work performed under normal office conditions.

The above statements are intended to describe the general nature and levels of work performed by personnel assigned to this classification and are not necessarily an exhaustive list of all responsibilities, duties and skills required.

