

City of Fort Worth, Texas Job Description

Classification Title	Assistant City Attorney II		
Job Code:	PR1070	Job Family:	Professional
Pay Grade	616	Date Reviewed:	06/10/15
FLSA Status	Exempt	Date Revised:	04/25/25

GENERAL SUMMARY

Under supervision of Section Chief and Deputy City Attorney, provides representation and advice to clients in legal matters. Serves as primary resource and authority on preparing, reviewing and interpreting City legal documents and policies.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Represents the City in litigation encompassing a wide variety of subject matter; prepares and files pleadings, briefs and motions; prepares and responds to discovery requests; participates in hearings, mediation, settlement negotiations, trials and appeals; and performs legal research, fact investigation, client consultation and witness preparation.
2. Interprets, negotiates and prepares contracts for goods, services, real property and labor/employment matters. Identifies client needs; researches legality and enforceability of legal instrument; consults with clients; negotiates terms with contracting parties; and anticipates litigation risks.
3. Provides advice on legal issues related to daily business operations; ensures City is in compliance with applicable laws; addresses citizen complaints; and issues legal opinion.
4. Represents the City in administrative proceedings; participates in Workers' Compensation hearings, Disciplinary Appeals Board hearings, Civil Service Commission Disciplinary hearings and other administrative proceedings. Provides legal research and drafting, evidence and fact investigation and client and witness interview and consultation.
5. Prepares and reviews City policies. Makes recommendations about legally required changes.
6. Receives and reviews claims and lawsuits filed against the City; coordinates the investigation, evaluation and settlement of claims; and provides legal advice.
7. Coordinates assigned activities with other departments, outside agencies, organizations and counsels; provides staff assistance; and prepares and presents staff reports.
8. Performs other related duties as required.

9. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
10. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Federal and state rules of procedure and evidence.
 - Trial advocacy procedures.
 - Local, state and federal laws affecting daily operations within the City.
 - Administrative hearing procedures.
 - Legal principles, practices and procedures of common, civil, criminal, constitutional and administrative law.
 - Methods and techniques of legal research.
 - Pertinent federal, state and local laws, codes and regulations.
 - Principles and practices of public and municipal law.
 - Methods and techniques of arbitration.
 - City Codes and Charter provisions.
- **Skill in:**
 - Legal research, analysis and writing.
 - Negotiation.
 - Computers and applicable software.
 - Organization and time management.
 - Participating in trials.
 - Public speaking.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Work independently and collaboratively.
 - Manage client expectations.
 - Identify and propose alternative solutions to client issues.
 - Prepare clear and concise reports.
 - Interpret and apply federal, state and local policies, procedures, laws and regulations.
 - Conduct legal research.
 - Recommend and implement goals, objectives and practices for providing effective and efficient legal services.
 - Research, analyze and evaluate new service delivery methods, procedures and techniques.
 - Prepare and present as lead attorney.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Juris Doctorate from an accredited law school and five years of increasingly responsible legal experience, including relevant trial and/or transactional experience.

OTHER REQUIREMENTS

Possession of a license from the Supreme Court of Texas to practice law.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.