

City of Fort Worth, Texas Job Description

Classification Title	Assistant City Attorney /Prosecutor		
Job Code:	PR2120	Job Family:	Professional
Pay Grade	613	Date Reviewed:	07/16/15
FLSA Status	Exempt	Date Revised:	10/07/23

GENERAL SUMMARY

Evaluates, analyzes, negotiates and conducts trials on Class C misdemeanor violations arising under the Texas Penal Code, Texas Transportation Code, Health and Safety Code, Education Code and Fort Worth City Code. Represents interests of the City at hearings; negotiates appropriate settlements of municipal court cases; and provides legal advice to City departments.

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. Prosecutes violations of Class "C" misdemeanors in City municipal courts.
2. Acts as legal resource for city departments in reviewing, providing legal advice on, drafting and preparing a variety of ordinances and other documents related to class "C" prosecution.
3. Pursues civil remedies for enforcement of city ordinances and abatement of public nuisances; recommends dismissal or prepares case for trial; and conducts bench/jury trials.
4. Conducts research, analysis and writing to draft legal opinions for assigned legal issues or case areas; utilizes a variety of resources for research, including computerized legal data bases and reference materials; and determines whether information is pertinent and relevant to specific issue or case.
5. Conducts review of legal documents, including public information requests, subpoenas, discovery, contracts, grant agreements, letters, motions, briefs and correspondence.
6. Receives, reviews and responds to claims and lawsuits filed against the City; researches legal issues; and provides legal advice concerning impact of claims and litigation.
7. Appears in court and administrative hearings to represent the city's interests, as required.
8. Advises city management staff on administrative personnel matters and legal consequences of actions in support of class "C" prosecution; represents the city; and prosecutes administrative personnel actions and appeals.

9. Prepares a variety of legal documents in support of class "C" prosecution.
10. Participates in pre-trial preparation of cases set for trial; organizes documents; and exhibits used in court cases.
11. Researches legal questions and evaluates the impact on policies and procedures within affected area. Responds to requests from court clerks and police officer for clarification of procedure and interpretation of statutes.
12. Coordinates assigned case activities with those of other departments, outside agencies, organizations and counsel; provides staff assistance to higher level attorneys; and prepares and presents staff reports and other necessary correspondence.
13. Reviews legal periodicals to keep abreast of current legal issues and cases; and attends seminars to keep abreast of new laws.
14. Performs other related duties as required.
15. 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.
16. 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:**
 - Legal principles, practices and procedures of civil, criminal, constitutional and administrative law.
 - Established precedents and sources of legal reference applicable to city activities.
 - Modern principles and practices of public law.
 - Organization, duties, powers, limitations and authority of city government and the City Attorney's office.
 - City codes, Texas ordinances and charter provisions.
 - Methods and techniques of legal research.
 - Federal, state and local court rules of procedures and evidence.
 - Pertinent Federal State, and local laws, codes and regulations.
- **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.
 - Prepare clear, and concise, pleadings, legal position papers, briefs, and opinions.
 - Organize, interpret and apply legal principles and knowledge to legal problems.

- Represent the city in court and administrative hearings.
- Provide legal advice on consequences of city actions.
- Conduct research on legal problems and prepare sound legal opinions.
- Interpret and make decisions in accordance with laws, regulations and policies.
- Present statements of law, fact and argument clearly and logically.
- Conduct research on legal problems.
- Prepare and write appellate briefs.
- Respond to and address complex legal questions.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Juris Doctorate from an accredited law school with no experience required.

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.