

City of Fort Worth, Texas

Job Description

Classification Title	Senior Assistant City Attorney Section Chief		
Job Code:	MG1571	Job Family:	Management
Pay Grade	618	Date Reviewed:	07/14/15
FLSA Status	Exempt	Date Revised:	05/05/25

GENERAL SUMMARY

Provides legal assistance to the City Attorney's Office and provides guidance and direction to lower level attorney positions; addresses the more complex legal issues and handle the most difficult case assignments

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. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Receives and reviews claims and lawsuits against the City including liability claims for personal injury or death; coordinates the investigation, evaluation, settlement or litigation of claims, negotiation and drafting of complex construction and capital improvement contracts and agreements.
3. Conducts and participates in pre-trial preparation of complex and difficult cases set for trial; arranges and participates in depositions; organizes documents and exhibits used in court cases; appears in federal and state courts for trials and appeals.
4. Maintains a full caseload of litigation involving the City, exercising substantial independence in the management and trial of cases.
5. Serves as liaison for the City Attorney's Office to negotiate and resolve significant and complex legal issues in transactional work.
6. Directs and administers schedules to ensure courtroom coverage; prepares analytical and statistical reports on operations and activities; and allocates resources accordingly.
7. Supervises the investigation and handling of claims and complaints for potential litigation in a variety of areas including civil rights violations, employment discrimination, prohibited conduct, equal opportunity and related issues.
8. Advises City Council, boards and commissions, appointed officials, the City Manager's Office, and departments on legal, ethical, and management issues.
9. Performs other related duties as required.

10. 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.
11. 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 common, civil, criminal, constitutional and administrative law.
 - Methods and techniques of legal research.
 - Law of damages for personal injury and property damage.
 - Pertinent Federal, State, and local laws, codes and regulations.
 - State and federal laws and constitutional provisions affecting city government.
 - Modern principles and practices of public and municipal law.
 - City codes, Texas ordinances and Charter provisions.
 - Organization, duties, powers, limitations and authority of City government and City attorney's office.
 - Methods and techniques of arbitration.
 - Federal, state and local court rules of procedures and evidence.
- **Skill in:**
 - Legal research, analysis and writing.
 - Negotiation.
 - Computers and applicable software.
 - Organization and time management.
 - Participating in trials.
 - Public speaking.
 - Personnel management.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Prepare clear and concise reports.
 - Interpret and apply Federal, State and local policies, procedures, laws and regulations.
 - Establish and maintain effective working relationships with those contacted in the course of work.
 - Conduct research on legal problems.
 - Analyze strategic options and risks.

MINIMUM JOB REQUIREMENTS

Juris Doctorate from an accredited law school and eight years of increasingly responsible legal experience, including demonstrated leadership qualities and 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.

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.