

City of Fort Worth, Texas Job Description

Classification Title	Assistant City Attorney I		
Job Code:	PR1060	Job Family:	Professional
Pay Grade	614	Date Reviewed:	06/10/15
FLSA Status	Exempt	Date Revised:	05/06/25

GENERAL SUMMARY

Under the guidance of supervisory staff, provides legal assistance to City Attorney's office. Advises City Council, City Manager's Office, department-level management and staff on a variety of legal issues. Conducts legal research and represents the City in litigation matters.

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. Conducts legal research, analysis and writing to issue legal opinions and advice on various legal and policy matters.
2. Conducts review of legal documents, including public information requests, subpoenas, discovery, contracts, grant agreements, letters, motions, briefs and correspondence.
3. Engages in litigation, including court appearances, hearings and trials; handles administrative law hearings or notices; conducts written discovery; attends and takes depositions; presents oral arguments; negotiates settlements; and monitors general compliance with local, state and federal law.
4. Negotiates, drafts, reviews and provides legal advice on a variety of contracts, agreements, ordinances, resolutions, deeds, briefs and other legal documents.
5. Drafts municipal ordinances and legislation; reviews the legality, policy implications and operations impact of proposed laws; coordinates with stakeholders; drafts and approves Mayor and Council communications; advises on penalty provisions and complies with posting requirements.
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. Coordinates assigned legal activities with those of other departments and outside attorneys; 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:**
 - Applicable local, state and federal laws.
 - City policies and procedures.
 - Legal principles, practices and procedures of common, civil, criminal, constitutional and administrative law.
 - Methods and techniques of legal research.
- **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.
 - Conduct legal research, analysis and writing.
 - Identify type of legal document needed for particular situation.
 - Draft documents to cover specific legal issues.
 - Negotiate and draft enforceable terms, conditions and scope of work.
 - Prepare clear and concise reports.
 - Interpret and apply federal, state and local policies, procedures, laws and regulations.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Juris Doctorate from an accredited law school and two 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.