

City of Mission Job Description

Job Title: **Deputy City Attorney**



Classification: **Exempt-Professional**

Department: Legal

Division:

Supervisor: City Attorney

Effective: 07/26/2018

**I. JOB SUMMARY**

The Deputy City Attorney assists the City Attorney in providing legal counsel to City authorities and officers in all matters pertaining to the business of the City and representing the City in all actions brought by or against the City or against City officials in their official capacity. Duties require the exercise of extensive independent judgment and include the interpretation, evaluation and implementation of policy for subordinates, resolution of conflicts within the city government and the exercise of broad coordination over all municipal activities. Serves as a legal advisor of and counsel for, the City of Mission and all officers and departments thereof. Under general supervision, Deputy City Attorney performs a variety of complex, high level administrative, technical and professional work. Performs the duties of the City Attorney in the absence and/or unavailability of the City Attorney. Work is performed under the general direction of the City Attorney and the City Manager. This is a regular part-time position averaging 20 hours per week.

**II. EDUCATION REQUIREMENTS**

- A Juris Doctorate Degree from an accredited law school.
- One (1) to two (2) years of progressively responsible related work experiences; municipal experience preferred.
- Must be a member of the State Bar of Texas and ability to maintain it as a condition of continued employment.

**III. EMPLOYMENT REQUIREMENTS**

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a drug, physical, and pre-placement screening administered by the City of Mission doctor at the City's expense.
- Applicant must have a current valid class "C" driver's license from the department of Public Safety with no more than two (2) moving traffic violations within the past two (2) years.

**IV. SKILL ABILITY REQUIREMENTS**

- Knowledgeable in organizations, duties, powers, limitations and authority of City government.
- Knowledgeable in Texas Statutes and principals of administration and constitutional law.
- Knowledgeable in Methods of legal research.
- Knowledgeable in purposes and functions of governmental agencies, boards, commissions and other governmental bodies.
- Knowledgeable in civil service; preferred.



- Primary duty requires the exercise of discretion and independent judgment with respect to matters of significance involving comparing and evaluating possible courses of action and making a decision after the various possibilities are considered.
- Assists in recommending, interpreting and implementing policies and procedures.
- Arbitrates questionable items within the limits of general policies.
- Ability to work independently toward general results. Must originate, plan, adapt, invent, and continue to accomplish tasks.
- Ability to work with a number of diversified and unrelated, intangible facts and elements. Usually no precedent is available. Planning requires consideration of the city's overall policies, rules and objectives. Job requires the interpretation of data as a basis for making decision.
- Ability to meet deadlines.
- Ability to interact with outside companies or agencies.
- Ability to evaluate facts and interpret the law in individual cases, and perform legal research.
- Ability to analyze and apply legal principals, facts and precedents to legal problems.
- Ability to present laws, facts and arguments clearly and logically in written and oral form.
- Ability to establish cooperative working relationships with those contacted in the course of the work.
- Involves duties that affect serious or controversial matters that could greatly affect future organizational climate and work flow. The duties of this nature are highly significant and frequent. Duties deal with well-established policies and procedures. Demands quick, independent judgment to meet unexpected and/or serious developments. Decisions frequently affect entire organization.
- Ability to work with data of an extremely confidential nature. Any disclosure of this information could have a serious effect upon the internal or external relationships of the organization in relation to agencies, the community or the state, and could possibly affect the future.
- Responsible for high factual accuracy, or the exercise of sound judgment. Thoroughness and reliability are essential because of the detailed nature of the work. Mistakes may cause considerable financial loss and loss in prestige by the City in its dealings with others.

#### **V. EQUIPMENT/MATERIALS**

General office and safety equipment/materials to include but not limited to the following:

- Personal Computer, Keyboard, Printer
- Mouse, Fax machine, Copy machine
- Telephone, Cell phone
- 10 key calculator, Computer software, CD's
- Stapler, rulers, pens, pencils, highlighters



## **VI. ESSENTIAL JOB FUNCTIONS**

- Implement the explicit policies enacted by the City Council.
- Attends and makes presentations at City Council meetings in the absence of the City Attorney.
- Acts as a legal advisor to the City Council, City boards and senior City staff.
- Reviews, prepares, or assists in the preparation of all agendas, ordinances, resolutions, agreements and contracts, leases, legal opinions, deeds, liens, subpoenas, city policies, and all other City related matters, by reading various documents, entering data into the computer, attending meetings with staff, council and others, writing letters, conducting legal research and negotiations and using dispute resolutions techniques, and approves the form of such instruments.
- Responds to open record requests and seeks opinions from the Texas Attorney General on any denials.
- Responsible for oversight to City litigation docket and debt collection procedures.
- Attends and participates in various meetings, by conducting presentations, participating in discussions and writing documents.
- Provides legal advice on City cemetery related matters.
- Drafts legislation pertaining to municipalities and monitors state and federal legislative activity.
- Reviews property Title Search reports to ensure 100% ownership and clear of liens or judgments and generates title opinions for the Community Development Housing Assistance Program.
- Monitors and controls performance of the department in conformance with objectives, plans, schedules, and budgets.
- Provides proactive legal counsel on issues pertaining to personnel policies and procedures and provides counsel in all compliance employment matters such as but not limited to EEOC, FLSA and FMLA requirements.
- Assists the City Attorney in providing legal counsel for all actions brought by or against the City or against City officials for actions performed in their official capacity.
- Attends City Council meetings and conferences for the purpose of learning policies underlying official action, and gives advice on legal questions involved, including advice as to alternative legal and administrative approaches to the solution of major City problems.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Investigates and prosecutes civil and Class "C" misdemeanor criminal complaints.
- All other duties as assigned by City Attorney and City Manager.



**VII. NON-ESSENTIAL JOB FUNCTIONS**

- Attend City functions/business and other events when necessary.
- Some duties require the use of personal or City vehicles on City business. Must be physically capable of operating the vehicles safely.
- Assists and represents the City Attorney, City Manager and City Council by performing related work activities as needed.

**VIII. WORK ENVIRONMENT**

Exposures to the following environmental conditions are required for this job.

	None	Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Extreme noise	X			
Vibration	X			

**IX. MANUAL DEXTERITY**

Both fine and gross hand manipulation are required to perform essential job functions. Gross hand manipulation is utilized to grip a series of files and reposition a key board to different computer stations and transport binders, books, storage boxes, chairs, and boxes of paper to storage or printing areas. Fine finger dexterity is required to hand write notes, fill out forms, type reports, letters, and memos, input data in computer, and document information needed for day to day tasks.



**X PHYSICAL DEMAND ANALYSIS**

**MATERIAL HANDLING ACTIVITIES**

<b>Task</b>	<b>Weights</b>	<b>Frequency</b>	<b>Performance</b>
<b>LIFTING</b>	Up to 5 lbs	<b>F</b>	Picking up binders, notebooks, books
	6-10 lbs	<b>O</b>	Picking up a chair
	11-20 lbs	<b>O</b>	Picking up a box of computer paper
	21-25 lbs	<b>N/A</b>	
	26-50 lbs	<b>N/A</b>	
	51-75 lbs	<b>N/A</b>	
	76-100 lbs	<b>N/A</b>	
	Over 100 lbs	<b>N/A</b>	
<b>CARRYING</b>	Up to 5 lbs	<b>O</b>	Binders, books, notebooks
	6-10 lbs	<b>O</b>	Picking up a chair
	11-20 lbs	<b>N/A</b>	
	21-25 lbs	<b>N/A</b>	
	26-50 lbs	<b>N/A</b>	
	51-75 lbs	<b>N/A</b>	
	76-100 lbs	<b>N/A</b>	
	Over 100 lbs	<b>N/A</b>	
<b>PUSH/PULLING</b>	Up to 5 lbs	<b>O</b>	Filing Cabinet
	6-10 lbs	<b>N/A</b>	
	11-20 lbs	<b>N/A</b>	
	21-25 lbs	<b>N/A</b>	
	26-50 lbs	<b>N/A</b>	
	51-75 lbs	<b>N/A</b>	
	76-100 lbs	<b>N/A</b>	
	Over 100 lbs	<b>N/A</b>	

**N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%**

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**NON-MATERIAL HANDLING ACTIVITIES**

<b>Task</b>	<b>Frequency</b>	<b>Performance</b>
<b>CLIMBING</b>	<b>F</b>	Up and down 3-4 times a day one flight of stairs to deliver reports, bills, or correspondence.
<b>STOOPING</b> (bending at waist)	<b>O</b>	Pickup a paper or open a filing Cabinet
<b>KNEELING</b> (one or both knees)	<b>O</b>	Open a filing Cabinet
<b>CROUCHING</b> (bending at hips/knees)	<b>O</b>	Pickup a paper from floor
<b>CRAWLING</b>	<b>N/A</b>	
<b>REACHING</b>	<b>F</b>	Pickup papers, retrieve books, reaching for phone
<b>TWISTING/TURNING</b> (rotation)	<b>F</b>	Turn around and reach for phone
<b>HANDLING</b> (manipulated objects)	<b>F</b>	Using adding machine, picking up phone, typing with computer key board, and writing.
<b>FINGERING</b> (finger dexterity)	<b>F</b>	Using adding machine,
<b>STANDING</b>	<b>F</b>	Meeting customers
<b>WALKING</b>	<b>C</b>	Going to meetings and other duties
<b>GRASPING</b> (whole hand activities)	<b>O</b>	Pencil or pen to write or computer mouse
<b>SITTING</b>	<b>F</b>	Sitting at desk, riding in City vehicle, sitting at meetings.
<b>BALANCING</b>	<b>N/A</b>	

**N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%**

I, \_\_\_\_\_ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date