CITY OF SAN ANTONIO
JOB ANNOUNCEMENT

111 Plaza De Armas, San Antonio, Texas 78205
Phone No. (210) 207-8108 Job Line (210) 207-7280

ASSISTANT CITY ATTORNEYS

The City of San Antonio is recruiting for Assistant City Attorneys. These positions are responsible for providing legal services on behalf of the City of San Antonio.

Essential job functions may include the following:
1. Advise City staff and elected and appointed City Officials in various areas of municipal law.
2. Negotiate, draft, and review contracts, real estate documents, and agreements.
3. Draft legislation, code provisions, regulations, ordinances, amendments, resolutions, and guidelines or policies.
4. Attend public meetings of City Council, boards and commissions, and advise and address members in executive sessions or make public presentations.
5. Advocate on behalf of the City in a wide variety of settings, including negotiations, dispute resolutions, mediations, trials, hearings, and administrative processes, to resolve disputes or legal actions.
6. Prosecute on behalf of and defend the City in legal proceedings.
7. Timely and appropriately respond to inquiries from the general public and media about public information and municipal regulations and procedures.
8. Compile data, statistics or other information related to legal work for reports.
9. Assist in briefing, making presentations or preparing reports to City officials and City staff.
10. Train or supervise subordinate legal staff.
11. Perform other related duties and fulfill responsibilities as required.

Required Qualifications will include:
1. L.L.B. or J.D. Degree from an accredited school of law.
2. Member in good standing of the State Bar of Texas.
3. Strong skills in researching and analyzing legal problems.
4. Strong ability to communicate clearly and effectively.
5. Ability to strategize and maintain effective relationships with other attorneys and City staff.
6. Valid Class "C" Texas Driver's License.

Preferred Qualifications include:
1. Experience working with governmental entities.
2. Knowledge of specialized or substantive areas of law relevant to municipal practice.
3. Experience in researching and interpreting municipal, federal and state policies, rules, regulations and law.
4. Extensive skills in researching and analyzing legal problems.
5. Extensive ability to communicate clearly and effectively, both verbally and in writing.
6. Ability to maintain effective relationships with other attorneys and City staff.
7. Ability to supervise and train others.

Any applicant selected for employment with the City of San Antonio will be required to submit to pre-employment drug testing with a verified negative result and will be required to undergo a background check as a condition of employment. Applicants may also be required to submit writing samples or other work samples.

This position is "unclassified" and has no disciplinary appeal rights to the Municipal Civil Service Commission. This position is likewise subject to at-will employment status, and can be terminated at any time for any reason.

Starting salary is negotiable depending upon education and qualifications. Apply at once with letter, resume, and references to City of San Antonio Human Resources Department, Attention: Pamela Evans, Executive Recruiter, P.O. Box 839966, San Antonio, TX 78283. This position is open until filled, but interested applicants are encouraged to apply immediately.

Candidate information may also be submitted in-person Monday through Friday from 7:30 a.m. to 5:15 p.m. at the Human Resources Department located at 111 Plaza de Armas.

The City of San Antonio is an Equal Opportunity Employer.