



## City of Denton Job Description

Effective Date:	9/7/1999
Revision Date:	<del>3/4/2008</del> 7/18/17
Position ID:	GX9001
Market Band:	Council Appointed
FLSA Designation:	Exempt

**Title:** City Attorney

**Department/Division:** Legal / Administration

**Reports to:** City Council

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**Definition:** Responsible for serving as the chief legal consultant and advisor to the City Council, City Manager and key executives.

### Essential Functions:

- Serves as legal consultant and advisor to the City Council, City Manager, staff, and City of Denton boards and commissions
- Manages the operation of the City Attorney's office
- Administers and coordinates the activities of the City's Legal Department; manages outside legal services; monitors and approves all expenditures for the department
- Performs a full scope of supervisory responsibilities including recruitment, selection, hiring, training, counseling, and evaluation of employees
- Prepares weekly status reports, monthly litigation matrix, quarterly and annual departmental reports, and long-range business plan for department, and prepares and submits annual budget requests for Legal Department
- Conducts legal research; submits oral and written opinions, including opinions on adequacy of executive sessions; drafts ordinances, resolutions and proclamations; negotiates, drafts and/or reviews contracts and other legal documents involving the City of Denton
- Attends City Council meetings and executive staff meetings; prepares agenda for and holds periodic internal staff meetings
- Stays informed of legislative and legal issues; reports on significant changes in the law to the City Council and City staff, and represents the City at state and national conferences
- Handles various legal matters for City departments-
- Serves as a member of the Executive Staff
- Ability to get along with peer City Council appointees, customers and co-workers
- Regular and punctual attendance

### Additional Duties:

- Performs other duties as assigned

**Minimum Qualifications/Acceptable Equivalency:**

- Graduation from an accredited law school
- Seven years' experience in the practice of law with at least five years in a municipal government
- Licensed to practice law in the State of Texas [or the ability to become licensed within twelve months of appointment.](#)

**OR**

- Any combination of related education, experience, certifications and licenses that will result in a candidate successfully performing the essential functions of the job

**Core Competencies:**

- Ability to communicate effectively both verbally and in writing
- Ability to form and maintain effective relationships with coworkers and customers
- Ability to maintain regular and punctual attendance (evaluate per position)

**Conditions of Employment:**

- Must have a valid Class "C" Driver's License prior to employment (must obtain Texas Class "C" driver's license within 30 days of hire per state law)
- Must pass a drug test, driver's license check, criminal history background check, and social security number verification check

**Preferences:**

- Five years of experience as a full-time in-house [City Attorney](#), First Assistant City Attorney or Assistant City Attorney with experience supervising other attorneys
- Experience in a fast growing city [with population over 95,000 reasonably comparable to the City of Denton in size and complexity](#)
- Supervisory experience
- Experience in outsourcing legal services
- Licensed to practice law in Federal Court
- Bilingual in Spanish and English
- Ability to communicate effectively both verbally and in writing

**Physical Requirements:**

*Overall Strength Demands:* The italicized word describes the overall strength demand of the functions performed by the incumbent during a typical workday.

- ***Sedentary – lifting no more than 10 pounds***
- Light – lifting no more than 20 pounds; carry up to 10 pounds
- Medium – lifting no more than 50 pounds, carry up to 25 pounds
- Heavy – lifting no more than 100 pounds, carry up to 50 pounds
- Very Heavy – lifting more than 100 pounds, carry more than 50 pounds

*Physical Demand Codes:* The following describes if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

Codes for “how often”:

Y = Yes

N = No

E = extensive (100-70%)

M = moderate (60-30%)

I = infrequent (20-10%)

A = almost never (<10%)

7. Overhead Work: A

8. Fine Dexterity: M

9. Kneeling: A

10. Crouching: A

11. Crawling: A

12. Bending: A

13. Twisting: M

14. Climbing: A

15. Balancing: N

16. Vision: Y

17. Hearing: Y

18. Talking: Y

19. Video Display: N

20. Other:

Task: Code:

1. Standing: A

2. Sitting: E

3. Walking: A

4. Lifting: A

5. Carrying: I

6. Pushing/Pulling: A

*Machines, Tools, Equipment and Work Aids:*

The essential functions of this position require the daily use of a computer and telephone.

*Environmental Factors:*

The essential functions of this position are performed in an office environment.

***This job description is not an employment agreement, contract agreement or contract. Management has exclusive right to alter this job description at any time without notice.***