



LAW DEPARTMENT

Position Summary

Posting Title: Assistant City Attorney I, II, or III
Job Requisition Number: COA081097
Job Open Date: March 4, 2020
Job Close Date: March 18, 2020

This summary supplements the information posted on the City's eCareer website with additional information about the posted job position. Interested applicants must create an applicant account and apply for this position through the eCareer website (<https://www.austincityjobs.org>) in order to be considered for the position.

Responsibilities:

The successful candidate will be assigned to the Municipal Operations division of the Law Department and would be responsible for researching and providing legal advice to elected officials and staff on transactions related IN ONE OR MORE OF THE FOLLOWING AREAS – financial loan transactions, transportation/mobility, real estate and affordable housing transactions. The work is transactional in nature and may include participation in alternative dispute resolution processes but does not include litigation. The attorney will be responsible for prepping for, attending and presenting at City Council meetings, negotiating and drafting contracts, and research, review and draft ordinances, resolutions and other legal instruments. The scope of the assigned duties may vary depending on the business needs of the client.

The attorney we seek:

Is an entry level to mid-level career attorney who is a collaborative problem solver with excellent oral and written communication skills. The attorney must be able to analyze complex transactions and clearly communicate their advice to the client. Preferably the attorney would have previous experience working in a governmental setting; however, it is not a requirement.

For further information, please see the City's website at <https://www.austincityjobs.org/postings/82958>, or contact Cindy Crosby (cindy.crosby@austintexas.gov) at 512-974-2268