

**L A W D E P A R T M E N T**

**Position Summary**

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| **Posting Title** | Assistant City Attorney II, III, or IV |
| **Job Requisition Number: 114889** |  |
| **Job Open Date: 6/5/19** | **Job Close Date: 6/26/19** |

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 eCareeer website (<https://www.austincityjobs.org>) in order to be considered for the position.

**Responsibilities:**

The successful candidate will be responsible for providing advice to city departments and city officials regarding real estate legal issues, including acquiring, restricting, and leasing real property. The work is transactional in nature and does not include litigation. The bulk of the work will be working on real estate transactions with the City’s Office of Real Estate Services, but will also include prepping for and attending City Council meetings, negotiating and drafting contracts, as well as research, review and drafting ordinances, resolutions and other legal instruments.

**The attorney we seek:**

Has experience in real estate transactions, and is interested in gaining hands-on experience with real estate transactions for a variety of city projects. 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. We would like to speak to applicants who have experience in real estate transactions and basic concepts of real estate law.

For further information, please see the City’s website at <https://www.austincityjobs.org/postings/71154>, or contact Mitzi Cotton ([mitzi.cotton@austintexas.gov](mailto:mitzi.cotton@austintexas.gov)) at 512-974-2268