



## LAW DEPARTMENT

### Position Summary

**Posting Title:** Assistant City Attorney I, II, or III  
**Job Requisition Number:** COA08137  
**Job Close Date:** January 27, 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 IN ONE OR MORE OF THE FOLLOWING AREAS – financial loan transactions, taxes, fees, social services, public-private partnerships, economic development, transportation/mobility, construction, real estate, purchasing, animal center-related matters, aviation, and affordable housing. The work is transactional in nature and may include participation in alternative dispute resolution processes or support to the Litigation Division but does not include litigation. The attorney will be responsible for prepping for, attending, and presenting in public and in executive sessions, at City Council meetings, negotiating and drafting contracts, research, reviewing and drafting ordinances, including drafting amendments to City Code, resolutions, agenda postings, 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 full posting on the City's website at <https://www.austincityjobs.org/postings/81613>, or contact Cindy Crosby ([cindy.crosby@austintexas.gov](mailto:cindy.crosby@austintexas.gov)) or 512-974-2268.