

**JOB DESCRIPTION**  
**Associate Attorney**  
**Austin Area / Full-Time**

- A. Purpose:** Provide general legal guidance to municipal clients.
- B. Location:** Work will predominately be performed in the Austin office, and at individual client locations and courts throughout the State of Texas.
- C. Essential Functions:**
1. Advise municipal clients, including mayors, city councilmembers, city managers, and department heads.
  2. Prepare ordinances, draft contracts, create resolutions and proclamations.
  3. Attend meetings of the City Council and various boards and commissions.
- D. Areas of Emphasis:** The associate will practice in the field of Municipal Law to include the following areas of law: annexation; budget & fiscal management; economic development; elections & voting rights; ethics & professionalism; land use & development; law enforcement & municipal court; legislative consulting & advocacy; open meetings & open records; personnel & employment matters; procurement & construction projects; real estate transactions; utilities & telecommunications; water, wastewater & the environment.
- E. Requirements:**
1. Member of the State Bar of Texas.
  2. At least 2 years of relevant legal experience.
  3. Excellent verbal and written communication skills.
  4. Ability to work without close supervision and to independently produce error-free documents.
- F. Preferences:**
1. Demonstrated experience in Municipal Law, State or Local Government Law (Public Law or Administrative Law).
  2. Independent and self-motivating.
  3. Organized, dependable and steady.
  4. Capable of transitioning between numerous clients on multiple subjects daily.
  5. Innovative and resourceful problem-solver.
  6. Excellent communicator (oral and written).
  7. Committed to public interest / government-related law.
  8. Suited for private practice, including ability to generate billable hours.

**G. Required Documentation:**

1. Current Texas Driver's License with acceptable driving record, and the ability to drive long distances unaccompanied during daylight and nighttime hours.
2. Current Social Security Card.
3. Current Texas Bar Card, with a license in good standing.

**H. Hiring Authority & Supervisor:** Alan Bojorquez, Managing Attorney

**I. Compensation:** Depends on qualifications. Associates producing stellar work product and meeting billable hour requirements will be eligible for raises and bonuses. This is a professional position, and is exempt from eligibility for overtime under the FLSA.

**J. Hours:**

1. This is a full-time position.
2. The position requires routine office hours Monday through Friday.
3. Associates are required to attend client evening meetings.
4. Workloads vary but sometimes require working after hours and weekends.

**K. Introductory Period:** All employees at the firm must successfully complete a *90-day Introductory Period* prior to receipt of any benefits. This period is used for evaluation to determine if the employee is appropriate for the firm. Satisfaction of the 90-day period neither creates an employment contract, nor alters the *at-will* employment status.

**L. Resume Deadline:** Submit a cover letter, resume, writing sample, and three references to [Resumes@texasmunicipallawyers.com](mailto:Resumes@texasmunicipallawyers.com) by June 15, 2018. No telephone calls, please.

*Notes: This description is for recruitment purposes, only, and does not constitute a contract. Specific job duties and work hours are subject to change depending on the needs of the firm and approval of management.*