

12325 Hymeadow Drive
Suite 2-100
Austin, Texas 78750



Phone: (512) 250-0411
Fax: (512) 250-0749
TexasMunicipalLawyers.com

JOB DESCRIPTION:
Waco Part-Time Associate Attorney

- A. Purpose:** Provide legal services to municipal clients through an Austin law firm in the Waco area. Associate Attorney will work under the supervision of Managing Attorney with the potential for full-time employment.
- B. Location:** Work will predominately be performed in Waco and at individual surrounding client locations. Work will be completed remotely via Cloud based support.
- C. Essential Functions:**
1. Advising municipal clientele (staff and elected officials).
 2. Drafting municipal ordinances, resolutions, policies and procedures.
 3. Writing and reviewing contracts, leases, easements and deeds.
 4. Researching matters of state and federal law, including statutes, administrative regulations, and case law, and preparing legal memoranda.
 5. Advocating clients' interests before administrative and judicial bodies.
 6. Prosecuting in municipal courts.
- 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. At least 5 years practicing law in Texas.
 2. Prefer 3 years legal experience with municipalities.
 3. Licensed to practice law in Texas (*in good standing*).
 4. Strong research and writing skills.
 5. Exceptional oral communication skills, including ability to speak effectively in small groups, before large audiences at public meetings, and in the courtroom.
 6. Proficiency with Microsoft Office (Word, Excel, Outlook), and Lexis or Westlaw.
- F. Preferences:**
1. Demonstrated experience in Municipal Law.
 2. Background in State or Local Government Law.
 3. Familiarity with Administrative Law.
 4. Independent and self-motivating.
 5. Organized, dependable and steady.
 6. Capable of transitioning between numerous clients on multiple subjects daily.
 7. Innovative and resourceful problem-solver.
 8. Excellent communicator (oral and written).
 9. Committed to public interest / government-related law.

10. Suited for private practice, including ability to generate billable hours.
11. Resides in the Waco area.

G. Required Physical Capabilities:

1. Read job-related documents and publications.
2. Participate in verbal conversations over the telephone and in person (including large and small groups).
3. Sit for 3-8 hours per day (up to an hour or more at a time).
4. Lift and hold 25 pounds (such as books, binders, and files).
5. Capability of walking up and down a flight of stairs.
6. Operate a passenger motor vehicle.

H. 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.

I. Hiring Authority & Supervisor: Alan J. Bojorquez, Managing Attorney.

J. Compensation: Dependent upon qualifications. Associate will be compensated on hourly rate based on billable hours. 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.

K. Hours:

1. Typical work month is 80-100 billable hours.
2. Associates are required to attend client meetings on certain evenings (e.g., city council, planning & zoning, board of adjustment, park advisory board, wastewater advisory board, etc.).
3. Often required to work on weekends and holidays.

L. Benefits: Cell phone, laptop, mileage and various office expenses will be paid for by the Firm. Upon completing the qualifying hours, the individual will be eligible for a matching fully vested 401(k). State attorney tax, annual bar dues, mandatory continuing legal education (MCLE), and selected professional memberships will be paid for by the Firm.

M. 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.

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.