

# Full-Time Associate Attorney

## Austin, Texas



*We are seeking a skilled lawyer committed to furthering democracy at the local level by empowering municipalities.* We are recruiting a full-time associate attorney to join our Austin office. The firm was founded 20 years ago on the principle that every local government, no matter its population or how remote, should have access to experienced, efficient legal services. Our firm is based in Austin, but our team provides legal services throughout Texas. We often serve as *City Attorney* or *Special Counsel* to cities, towns and villages. Applicants must be committed to high levels of professional ethics, quality, and responsiveness. While our focus is exclusively on local governments, our practice spans the full range of the law. Our team includes devoted legal assistants and a cadre of senior *Of Counsel* attorneys with decades of experience in every aspect of municipal law. The ideal candidate will have a passion for public service infused with creativity, dedication, and integrity. *We are Texas Municipal Lawyers.*

### Areas of Emphasis

The associate will practice in the field of Municipal Law which can include the following areas: administrative; budget & fiscal management; economic development; elections; ethics; land use & development; law enforcement & municipal court; legislative matters; litigation; open meetings & open records; human resources; procurement & construction projects; real estate; wastewater, water, & the environment.

### Essential Functions

- Counseling local government staff, volunteers, and elected officials.
- Drafting ordinances, resolutions, policies, and procedures.
- Negotiating, writing and reviewing contracts, leases, easements and deeds.
- Researching matters of state and federal law, including statutes, administrative regulations, and case law, and preparing legal memoranda.
- Advocating clients' interests before administrative and judicial bodies.
- Prosecuting in municipal courts.
- Advising clients during city council, board, and commission meetings.

### Requirements

- Licensed to practice law in Texas at least 2 years (in good standing).
- Strong research and writing skills.
- Exceptional oral communication skills, including ability to speak effectively in small groups, before large audiences at public meetings, and in the courtroom.

**Deadline:** To request a Job Description or to submit a Cover Letter and Resume, contact [info@texasmunicipallawyers.com](mailto:info@texasmunicipallawyers.com) by August 31, 2022.

**BOJORQUEZ**  
LAW FIRM, PC  
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