

11675 Jollyville Road
Suite 300
Austin, Texas 78759



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

Full-Time Associate Attorney

JOB DESCRIPTION:

- A. Purpose:** *Taking Care of Texas One Town at a Time.* Most Texans live in cities. Cities exist to provide for the public's health, safety and welfare. These local democracies provide structure and order for communities so people can live, work, and play together. We are legal advisors and advocates for cities. We empower cities.
- B. Location:** Austin, Texas. Work will predominately be performed in the Austin office and at individual client locations located throughout the State of Texas.
- C. 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.
- D. Areas of Emphasis:** The associate will practice in the overall general field of law and in the specific field of Municipal Law which include following areas of law: 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:**
- Licensed to practice law in Texas (*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.
 - Proficiency with Microsoft Office (Word, Excel, Outlook), and Lexis or Westlaw.
- F. Preferences:**
- Demonstrated experience or interest in Municipal Law.
 - Background in State or Local Government Law.
 - Familiarity with Administrative Law.
 - Self-motivating, organized, and dependable.
 - Capable of transitioning between numerous clients on multiple subjects daily.
 - Innovative and resourceful problem-solver.
 - Suited for private practice, including ability to generate billable hours.

G. Required Physical Capabilities:

1. Read job-related documents and publications.
2. Participate in conversations virtually 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 Bojorquez, Managing Partner

J. Compensation: Dependent 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.

K. Hours:

1. Associates are required to attend client meetings on certain evenings (e.g., board of directors, county commissioners, city council, planning & zoning, board of adjustment, etc.).
2. May be required to work on weekends and holidays.

L. Benefits: Paid premiums for individual group health insurance, paid sick leave, vacation, and holidays. Upon meeting qualifying hours, eligible for up to 4% matching fully vested 401(k). State attorney tax, annual bar dues, mandatory continuing legal education (MCLE), and selected professional memberships are 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.

N. Resume Deadline: Submit a cover letter, salary requirements, & resume by October 31, 2024, to Krista Evans, Chief Administrative Officer, krista@texasmunicipallawyers.com.

O. Inquiries: No telephone calls. Email only.

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.