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TexasMunicipalLawyers.com

Full-Time Litigation Attorney

JOB DESCRIPTION:

- A. Purpose:** We serve local democracies as City Attorney, General Counsel, and Litigation Counsel. We are legal advisors and advocates for cities, counties, and special districts.
- B. Location:** Texas. The attorney's workspace may be in our Austin office, at the attorney's home office (remote), and in courthouses throughout the State of Texas, and at individual client locations as necessary (e.g., city halls, county courthouses, etc.).
- C. Essential Functions:**
- Working closely with local government, client staff, volunteers, and elected officials.
 - Supporting management, development, and resolution of disputes in litigation.
 - Representing municipal clients through all phases of litigation, including pre-trial investigation, motion practice, negotiations, trial, and post-trial proceedings.
 - Conducting Administrative Law hearings and participating in writ proceedings.
 - Real Estate Acquisition proceedings, including Eminent Domain hearings, trials, and appeals.
- D. Areas of Emphasis:** 1983 Civil Rights cases, Law Enforcement, Employment Law disputes, Contractual matters, Eminent Domain, Code Enforcement actions, Open Government, Land Use and Development.
- E. Requirements:**
- 3-5 years of relevant experience preferred.
 - 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.
 - Superior writing and legal drafting skills.
 - Proficiency with Microsoft Office (Word, Excel, Outlook), and Lexis or Westlaw.
- F. Preferences:**
- Demonstrated experience or interest in Municipal Law / Local Government Law.
 - Experience in State or Local Government (cities, counties, special districts, etc.).
 - Admitted to (or willing to become admitted to) practice in the Western and Southern districts of Texas).
 - Skilled in issue-spotting, legal analysis, and application of statutory and regulatory frameworks.
 - Self-motivated, 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:

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

H. Required Documentation:

- Current Texas Driver's License with acceptable driving record, and the ability to drive long distances unaccompanied during daylight and nighttime hours.
- Current Social Security Card.
- Current Texas Bar Card.

I. Hiring Authority & Supervisor: Alan Bojorquez, Managing Partner

J. Compensation: Dependent on qualifications. Attorneys 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:

- 8:00 a.m. – 5:00 p.m. as a basis with the frequent need to work beyond those standard business hours.
- Attorneys may be required to attend hearings, trials, mediations, arbitrations, and client meetings that occur outside standard business hours.
- May be required to work evenings, weekends, and holidays to meet court deadlines.

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 Monday, March 30, 2026, to Info@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.