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## Part-Time Attorney (Independent Contractor - Remote)

### 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:** Work will predominantly be performed remotely and at individual client locations located throughout the State of Texas (but primarily Lubbock County and Panhandle).
- C. Essential Functions:** This position is intended to provide flexible, part-time support to the firm and its governmental clients on an as-needed basis.
- 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 and board 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 skills.
  - Experience in Local Government Law.
  - Superior writing and legal drafting 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 in Municipal Law.
  - Ability to work independently and manage a flexible, variable workload.
  - Experience in State or Local Government Law (cities, counties, special districts, etc.).
  - Self-motivated, organized, and dependable.
  - 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:** Compensation is hourly and commensurate with experience. This is an independent contractor position with a flexible and variable schedule based upon client and firm needs.

**K. Hours:**

1. Flexible. No predetermined office hours. Hours may range from 10-15 per month (depending on client needs).
2. Must be available to attend and provide legal representation at client meetings on certain evenings (e.g., board of directors, county commissioners, city council, planning & zoning, board of adjustment, etc.).
3. This role may involve occasional evening municipal court appearances, depending on client needs.

**L. Resume Deadline:** Submit a cover letter, salary requirements, & resume by June 30, 2026, to [Raquel@TexasMunicipalLawyers.com](mailto:Raquel@TexasMunicipalLawyers.com).

**M. 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. This position is intended for attorneys seeking flexible, project-based legal work.*