

**Job Title:** Assistant Staff Attorney**Location:** Main Office**Department:** Legal**Job Status:** Full-Time**Reports To:** Staff Attorney**Job Grade:** 607**Pay Status:** Exempt**Date Created/Updated:** 3/1/2023

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### Position Summary

The Assistant Staff Attorney is responsible for providing legal counsel and support to NBU. NBU, as an agency of the City of New Braunfels, is subject to a wide-range of local, state, and federal rules and regulations. The Assistant Staff Attorney must be knowledgeable in municipal law, procurement law, public finance, real estate, construction law, regulatory compliance, and city ordinances. The Assistant Staff Attorney should possess business and life experience for frame of reference in handling variety of problems with legal implications. The Assistant Staff Attorney is expected to give practical advice and recommendations to NBU management and staff.

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### Essential Duties & Responsibilities

#### DUTIES AND RESPONSIBILITIES

- Maintains the highest level of professional ethics.
- Provides legal counsel and support to NBU, engages in and assists in supervising the litigation process, and conducts legal research.
- Ensures that NBU operates within the appropriate legal governance framework, and takes ultimate responsibility for the identification and management of legal risks across all areas.
- Views issues and concerns through NBU's perspective and focuses on the right outcome for NBU at all times; determines core issues, identifies multiple possible solutions or resources needed to reach optimum solution for NBU; thinks first from principles rather than being solely guided by pre-established documents, procedures, processes, or historical practices.
- Understands and respects NBU's standards, policies, ordinances, and local, state, and federal regulations; reviews and/or provides legal direction for internal policies.
- Reads and reviews statutes, legal opinions, and other documents to maintain knowledge of local, state, and federal legislation and jurisprudence affecting municipal utility operations, programs, and activities.
- Investigates claims based upon applicable laws and in a timely manner.
- Assists General Counsel and Staff Attorney on contract and business negotiations; drafts agreements that minimize risks and maximize legal rights.
- Assists in handling ethics inquiries, conducting ethics investigations, developing department materials, and training.
- Assists with legislative matters, including tracking proposed federal and state bills, analyzing proposed legislation, and collaborating with NBU's legislative team.
- Assists with overseeing all aspects of litigation, including directing outside counsel, coordinating responses to discovery requests, and contributing to NBU's litigation tracking system.
- Provides proactive advice in connection with areas such as purchasing, finance, contracts, real estate, labor and employment issues, litigation, government regulations, and technology agreements and licensing; anticipates issues and estimates risks strategically.
- Coordinates and collaborates with outside counsel on legal matters requiring specialized legal expertise, ensuring that delivery, quality and budgetary standards are maintained.
- Demonstrates legal and ethical stature, maturity, sound judgment, competence and confidence to operate with credibility at the Board and management levels.
- Possesses strong organizational, administrative, and time-management skills and excellent follow-up to ensure adherence to deadlines and efficient task completion.
- Possesses excellent writing and oral communication skills.
- Maintains objectivity while driving appropriate outcomes, manages multiple stakeholder agendas, and promotes

high business and legal standards.

- Develops and utilizes peer group networks and external legal partners, ensures that all such relationships are effective, cost efficient, and foster constructive outcomes on behalf of NBU.
- Examines legal information to determine the advisability of prosecuting or defending lawsuits.
- Reviews agendas for public meetings to assure compliance with Open Meetings Act rules within legal guidelines for public and executive session meetings.
- Attends board meetings to stay informed about what is happening in the company.
- Attends significant committee meetings, evening meetings, conferences, workshops and other professional meetings including overnight travel as may be required.
- Uses safe work practices at all times and in all situations.
- Oversees the drafting and formalization of NBU resolutions.
- Answers questions and provides training regarding the Public Information Act.
- Prepares and submits requests for open records letter rulings and Attorney General opinions as needed.

## **SUPERVISORY**

- Supervises two legal assistants

## **KNOWLEDGE, SKILLS, AND ABILITY**

- Positive energy, enthusiasm, flexibility, and confidence.
- Possesses a strong sense of teamwork; ability to work effectively on multidisciplinary teams.
- Prioritizes and organizes work effectively to meet deadlines and rapidly changing priorities; transaction intensive.
- Understands municipal codes and applicable state laws and federal statutes; draws distinctions of municipal requirements and application in all situations.
- Possesses excellent writing and oral communication skills.
- Possesses knowledge of legal references and limitations.
- Demonstrates proficiency with technology.
- Highly developed skills including issue identification, analysis and resolution through supervision, coordination and use of internal and external staff and counsel.
- Self-directed with ability to quickly assimilate role, responsibilities and organization culture.
- Commitment and adherence to the mission of NBU.

## **GENERAL RESPONSIBILITIES**

- Maintain regular attendance; leave schedule should be managed so as not to interfere with ability to accomplish tasks, including special projects and assignments with deadlines or negatively affect direct reports' ability to do their jobs when applicable
- Adhere to NBU safety guidelines and practices at all times and in all situations
- Maintain a clean and safe work area, office, field site and vehicle as applicable
- Maintain strict confidentiality of business, employee, and customer information in written and oral communications and safeguard sensitive documents
- Develop and maintain effective customer service skills for communications with co-workers, customers, and the public in general
- Adhere to NBU policies and procedures
- Exemplifies NBU Core Values
- Participate in and support initiatives to reach annual priorities and NBU key performance measures

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## **Formal Education and Work Experience Requirements**

Degree/Diploma Obtained: Bachelors

Field of Study: Law

Work Experience Time Frame: Five Years or More

Other: **Must submit a legal writing sample**

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## **Certification and Licensures Requirements**

- Juris Doctor from ABA accredited law school

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## Other Minimum Qualifications

- Excellent writing and oral communication skills
- No adverse disciplinary history
- Experience in municipal law or public utilities is helpful
- Member in good standing of the State Bar of Texas
- Valid Texas Driver's License

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## Knowledge of Computer Software

	No Knowledge	Beginner	Intermediate	Expert
Arc GIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AutoCAD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crystal Reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Publisher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## Other Software Knowledge

[Click or tap here to enter text.](#)

## Experience with Machines, Tools, Equipment and Other Work Aids

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## Physical Demands

### Standing: Occasionally

- Making Presentations
- Observing Work Sites
- Observing Work Duties
- Communication with Co-Workers

### Fine Dexterity: Constantly

- Computer Keyboard
- Telephone Keypad
- Calculator
- Calibrating Equipment

### Walking: Occasionally

- To Other Departments/Office/Office Equipment
- Around Worksite

### Carrying: Occasionally

- Supplies
- Equipment
- Files

### Sitting: Constantly

- Desk Work
- Meetings
- Driving

### Reaching: Frequently

- For Supplies
- For Files

### Handling: Constantly

- Paperwork
- Monies



Noise and Vibration (sufficient to cause hearing loss)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Hazards (High voltage, dangerous machinery, aggressive Customers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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### Health and Safety Conditions

	Never (Never Occurs)	Rarely (Less than 1 hour per week)	Occasionally (1/3 or more of the time)	Frequently (From 1/3 to 2/3 of the time)	Constantly (2/3 or more of the time)
Mechanical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicable Diseases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Danger or Abuse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Other:** Click or tap here to enter text.

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**Primary Work Environment:** Office Environment

**Other:** Click or tap here to enter text.

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### Overall Strength Demands

- Sedentary - Exerting up to 10 pounds occasionally or negligible weight frequently, mostly sitting
- Light - Exerting up to 20 pounds occasionally, 10 pounds frequently, walking or standing often
- Medium - Exerting 20 - 50 pounds occasionally, 10 - 25 pounds frequently, or 10 pounds constantly
- Heavy - Exerting 50 - 100 pounds occasionally, 25 - 50 pounds frequently, or 10 - 20 pounds constantly
- Very Heavy - Exerting 50 pounds constantly

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### Non-Physical Demands

	Never	Rarely	Occasionally	Frequently	Constantly
Time Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency Situations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequent Change of Task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Irregular Schedule/Overtime	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performing Multiple Tasks Simultaneously	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working Closely with Others as Part of a Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tedious or Exacting Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Noisy/Distracting Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Other:** Click or tap here to enter text.

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### Employee Statement of Understanding

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYEE AGREEMENT BETWEEN NEW BRAUNFELS

UTILITIES (NBU) AND THE EMPLOYEE. Nothing in this position description restricts NBU's ability to assign, reassign or eliminate duties and responsibilities of this job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Date