POLLEY GARZA

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| Job Title: | Associate Attorney |
| Position Type: | Full-time |
| FLSA Status: | Exempt |
| Starting Salary: | $120,000 - $175,000, depending on experience |

## ABOUT US

**Polley Garza PLLC** serves as general counsel and bond counsel to local governmental entities, including water districts, emergency services districts, and other special districts, with needs that range from public finance, contract negotiation, elections and administrative proceedings. We draw upon our diverse experience in regulatory, environmental, real estate development, and finance to meet our clients' needs and expectations.

## JOB OVERVIEW

The Associate Attorney advises clients on legal and policy matters and supports financial and governance issues for our public-sector clients. This role requires a self-starter who works well independently and as part of a team, and who is comfortable engaging with a wide range of stakeholders — from board members to consultants to the general public.

This person will work directly with our clients and their consultants/vendors to achieve desired outcomes.

**Responsibilities (not all-inclusive):**

- **Documents Drafts & Review:** Draft, reviews and revises public meeting agendas and minutes, formal letters, orders, resolutions and other client-related documents; oversees final compilation.
- **Contracts:** Negotiates, drafts, reviews and revises a variety of contracts.
- **Research:** Researches legal precedents and relevant authority to advise clients on legal options, risks, and compliance.
- **Meetings:** Prepares for and attends public meetings of governmental bodies, both in-office and offsite.
- **Client Communication:** Regularly communicates with clients and their consultants/vendors by phone, email and video conference.
- **Special Projects:** Supports special projects such as elections and Texas Public Information Act (PIA) responses.
- **Administrative:** Enters time in our time and billing software and prepares expense reports.
- Reports to and takes direction from Members, other Attorneys, and/or Office Administrator.

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**Requirements:**

- Juris Doctor (J.D.) Degree
- Licensed by the State Bar of Texas
- 1-2 years' experience required; familiarity with public law, municipal law, public finance or a related practice area preferred

**Skills & Abilities:**

- Strong verbal and written communication skills
- Ability to present information clearly and confidently to senior management/governing bodies
- Skilled at resolving conflict between groups with differing priorities or perspectives
- Highly organized, detail-oriented, and able to manage multiple assignments at once
- Proficient in Windows-based software (MS Word, Excel, PowerPoint) and willingness to learn time-and-billing and document management systems
- Strong typing and proofreading skills
- Professional presentation and phone manner
- Ability to travel to client sites for meetings and events, including occasional evenings or after-hours

*NOTE: To be considered for this position, applicants must submit the following documents:*

- *Cover letter*
- *Resume*
- *Unofficial Transcript*
- *Writing Sample*