



**OPEN RECRUITMENT**

*Job Announcement*

November 1, 2018

To apply for this position,  
check [here](#):

**Position Title:** Staff Attorney  
**Supervisor:** General Counsel  
**Annual Salary:** Negotiable

**Classifications:** Exempt  
**Closing Date:** Until Filled

**SUMMARY:**

The Staff Attorney will assist the General Counsel and President in carrying out the duties and obligations of the legal department for FWHS. This position requires highly developed decision making and judgment skills. This position provides the General Counsel, senior management and the Board of Commissioners with effective advice on legal strategies and their implementation, manages legal actions for FWHS as assigned by the General Counsel and obtains and oversees the work of outside counsel. The Staff Attorney will manage day to day operations involving investigations, program compliance, litigation, and development activities

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.*

- Serve as key attorney/legal advisor on development transactions, including partnering with third party developers, consultants, and outside counsel to draft and review business and real estate agreements, coordinate regulatory review and approvals with TDHCA and HUD, publish and facilitate public notices, meetings and hearings, and distribute key transaction information to internal and external business partners.
- Responsible for responding to all Public Information Act (PIA), Freedom of Information Act (FOIA) and Open Records requests.
- Respond to claims of resident discrimination, including negotiation with third party advocates, drafting formal position statements, and partnering with outside counsel.
- Review and draft contracts, business formation agreements, memoranda of understanding, and other legal agreements for compliance with all applicable laws and regulations and agency guidelines.
- Coordinate with executive and management teams on litigation and insurance claims to define a strategic defense, formulate and execute the agency's response and approve settlements of disputes where warranted.
- Counsel and assist executive staff to ensure that the agency conducts its business in compliance with federal, state and local laws and regulations.
- Develop a database system for business entity and property information for cross referencing between agency departments.
- Review and draft contracts, business formation agreements, memoranda of understanding, and other legal agreements for compliance with applicable laws and regulations and agency guidelines.
- Review and/or prepare procurement contracts, bid proposals, and professional service agreements for compliance with local, state, and federal laws, and assist departments in establishing evaluation criteria for maximum results.
- Research, analyze, develop, and/or provide opinions toward the development of agency-wide policies and procedures to ensure compliance with applicable laws and regulations.
- Create and review correspondence and other releases of agency information.
- Attend Board meetings, Executive Sessions and public hearings as needed.
- Perform other related duties as assigned and/or required.





## **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### ***Job Competencies:***

- Knowledge of the State of Texas statutes such as but not limited to the Texas Government Code, Texas Business Organizations Code, and Texas Administrative Code.
- Knowledge of HUD, State, Local laws and regulations pertaining to public housing authority management
- Knowledge of legal practices and procedures affecting the Housing Authority and its programs, ability to analyze and interpret laws, regulations, and legal documents.
- Ability to communicate clearly and concisely to a variety of audiences, both orally and in writing.
- Ability to meet and deal with the public and establish and maintain effective working relationships with other employees, lessors, and residents.

## **EDUCATION AND/OR EXPERIENCE:**

Juris Doctorate Degree and a minimum of five (5) years of experience with a public agency and/or law firm. Must be licensed to practice law in the State of Texas and no prior disciplinary actions from the State Bar of Texas within the past three years.

Employee must possess a valid Texas driver's license or acquire one within the first 30 days of employment and be eligible for coverage under the Authority's fleet auto insurance.

## **TECHNICAL SKILLS:**

To perform this job successfully, an individual should have average abilities using computer software such as MS Word, and Outlook, and capable of using internet resources for research and developing reports. Ability to learn other computer software programs as required by assigned tasks.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, and walk. While the work is primarily sedentary, walking, standing, bending, and carrying of items such as books, binders, files, and documents is required. The employee must occasionally lift and/or move up to 25 pounds.

The noise level in the work environment is usually quiet.

