



CITY OF SCHULENBURG

Request for Legal Qualifications

The City of Schulenburg is soliciting for statements of qualification to provide legal services, and will appoint a City Attorney and a Deputy City Attorney to fulfill the role of City Attorney in the absence of the City Attorney. If a candidate is only interested in one role or the other please include that information in your statement of qualification.

Include in your statement of qualifications your experience as it pertains to the description below: Essential Duties, Materials & Equipment, Special Requirements, and Required Qualifications.

Compensation will be on an hourly basis, please include your rates and fees in the statement of qualification and inform us if you have a minimum time you bill for (¼ hour or ½ hour).

Statements of Qualifications will remain confidential during negotiations. All submissions to the City of Schulenburg shall be open for public inspection after appointment. Clearly marked and identified trade secrets and confidential information shall not be opened for public inspection upon request under the Public Information Act.

All interested parties shall return their statement of qualification in a SEALED envelope no later than Monday, June 29th, 2026 at 3:00 P.M. to:

City Hall
Attn: Tami Walker
605 Upton Ave.
Schulenburg, TX 78956

All questions can be directed to City Administrator, Tami Walker at: t.walker@schulenburgtx.org

GENERAL PURPOSE

Performs a variety of complex, high level administrative, technical and professional work in prosecuting crimes, conducting civil lawsuits, drawing up legal documents, advising city officials as to legal rights, obligations, practices other phases of applicable local, state and Federal law.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Interprets laws, rulings, regulations and provides professional advice to the City Council and department heads; makes presentations to councils, boards, commissions, civic groups and the general public.

Advises the City Council of legal conditions and current and future trends, changes to state or Federal laws affecting city operations; issues legal opinions.

Attends all meetings of the Council or administration at which attendance may be required.



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Drafts, reviews, approves ordinances, resolutions, contracts, agreements, deeds, leases, franchises, etc.; reviews documents prepared by other agencies or parties. Including but not limited to: Real Estate transactions, agreements between Local Entities and Businesses, etc.

Gathers evidence in civil, criminal, and other cases to formulate defense or to initiate legal action.

Conducts research, interviews clients, and witnesses and handles other details in preparation for trial.

Prepares legal briefs, develops strategy, arguments and testimony in preparation for presentation of case. Files brief with court.

Represents client in court, and before quasi-judicial or administrative agencies of government.

Confers with colleagues with specialty in area of law to establish and verify basis for legal proceedings; serves as a liaison between outside legal counsel and city officials on specialized legal issues.

Provides leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Communicates official plans, policies and procedures to staff and the general public.

Prepares and submits a preliminary annual City budget for budgeting purposes only. Makes concerted effort to perform within adopted budget.

MATERIALS AND EQUIPMENT USED

General Computer Operations with specific familiarity of Microsoft Office, Zoom, You Tube, and DropBox. Understand, operate, navigate and stay up to date with new technology, computer software, and the internet.

SPECIAL REQUIREMENTS

- Convey a positive professional image through action, communication, and appearance.
- Travel to attend any required trainings, meetings, litigation, etc.

REQUIRED QUALIFICATIONS

A license to practice law in the State of Texas; member in good standing of the state Bar Association.

Ability to prepare and analyze comprehensive legal documents; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, city officials, the court



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system, and the general public; ability to efficiently and effectively administer a municipal legal department.

Valid State driver's license.

DESIRED QUALIFICATIONS

Considerable knowledge of state statutes relating to municipal affairs; Considerable knowledge of laws relating to the purchase of goods and services, contracting, labor, employment, land use, environment and traffic; Working knowledge of modern policies and practices of municipal law and public administration.

CLOSING STATEMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.