



ASSISTANT CITY ATTORNEY

Annual Salary:
\$114,586 to \$142,586 DOE/DOQ

PORT ARTHUR
TEXAS

Are you a confident and service-driven attorney who can provide sound legal counsel and champion municipal compliance? If so, apply to be Port Arthur's next Assistant City Attorney!

We're looking for a forward-thinking legal professional who is:

- Experienced in municipal or governmental law
- Committed to teamwork and collaborative leadership
- Adaptable to diverse perspectives and community needs

Making Port Arthur the Best Place to Live, Work, and Play – read on to learn more about this opportunity!

ABOUT THE COMMUNITY

Port Arthur is a coastal Texas city with a diverse, small-town feel and a strong industrial backbone. Known for its rich Cajun culture, beautiful waterways, and deep-rooted petrochemical history, Port Arthur offers residents an affordable lifestyle with access to nature, culture, and economic opportunity.

Located two hours east of Houston, the city boasts easy access to beaches, wildlife refuges, state parks, and numerous annual festivals. The city’s history as an energy hub continues with Motiva, Valero, and other major players operating locally.

Port Arthur blends historical charm with modern industry, with efforts underway to revitalize the downtown area and enhance its infrastructure.



POPULATION
55,799



MEDIAN HOUSEHOLD INCOME
\$45,752



MEDIAN HOME VALUE AVERAGE MONTHLY RENT
\$96,900 \$996

History



Tourism & Activities



GOVERNANCE & ORGANIZATION

Port Arthur operates under a council-manager form of government. The Mayor is elected at-large for a three-year term, and the City Council consists of six members (four by district and two at-large), also serving three-year terms.

Port Arthur is a full service City, including:

- Public Works
- Police and Fire Services
- Water, Wastewater, and Solid Waste Services
- Recreation and Library Services



THE JOB

The Law Department provides legal guidance, litigation representation, and prosecution services for the City Council, departments, and boards. The department plays a key role in compliance, code enforcement, and risk mitigation.

Reporting to the City Attorney, the new Assistant City Attorney will:

- Represent the City in various legal proceedings and prosecute violations in Municipal Court, if needed
- Provide legal advice to City departments and staff
- Draft and review resolutions, ordinances, contracts, and other legal documents
- Conduct legal research and prepare opinions
- Assist in department operations, including supervising support staff and attending/representing the Law Department at City Council Meetings

DEPARTMENT STRUCTURE

DIVISIONS

- GENERAL LEGAL SERVICES
- CIVIL & ADMINISTRATIVE LAW
- PROSECUTION & MUNICIPAL COURT REPRESENTATION



EMPLOYEES

7



DEPT. BUDGET

\$1.5
MILLION

KEY PROJECTS FOR 2025

- COMPREHENSIVE LEGAL REVIEW OF CODE OF ORDINANCES
- INDUSTRIAL DISTRICT AGREEMENT ENHANCEMENTS
- CODE ENFORCEMENT
- ECONOMIC DEVELOPMENT
- COLLECTIONS

[Full Job Description](#)





IDEAL CANDIDATE

The ideal candidate will have experience in municipal legal work, prosecution, and public law. They will demonstrate:

- Strong judgment and decision-making ability
- Cultural competency and interpersonal understanding
- Technical expertise in legal research and writing
- The ability to work independently and proactively

EXPERIENCE & QUALIFICATIONS

REQUIRED:

Education: Juris Doctorate from an accredited law school

Experience:

- Three to five years of progressively responsible legal experience

Licenses/Certifications:

- Member in good standing with the State Bar of Texas

PREFERRED:

- Experience in municipal law and litigation
- Knowledge of employment law, municipal court prosecution, and collections
- Knowledge, or familiarity, with industrial agreements (also known as Payment in Lieu of Taxes) Agreements





SALARY & BENEFITS

Compensation: \$114,586 to \$142,586 DOE/DOQ

Health Benefits: Medical, dental, vision, life, and supplemental insurance

Paid Leave: Vacation, 120 hours of sick leave, and 12 holidays annually

Retirement: Texas Municipal Retirement System (5% employee contribution with 2:1 City match); optional 457 plans

Additional Perks:

- Cell phone allowance
- Relocation assistance
- No-cost access to City's Employee Health Services Center
- Discounts at local fitness centers
- Educational Reimbursement

HOW TO APPLY

Apply Here



For more information, contact:

Marsha Reed, Senior Vice President

MarshaReed@governmentresource.com | 806-789-9641

The City of Port Arthur is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.