

**CITY OF SHREVEPORT**

**CITY ATTORNEY'S OFFICE  
505 TRAVIS STREE, SUITE 420  
SHREVEPORT, LA 71101  
318-673-5200 (OFFICE)  
318-673-5230 (FAX)**

**UNCLASSIFIED POSITION  
ASSISTANT CITY ATTORNEY  
OFFICE OF THE CITY ATTORNEY**

**SALARY: (60,000.00-75,000.00 depending on experience)**

**DUTIES:** Serve as legal advisor to the Mayor, City Council, department heads and division heads of the City of Shreveport. Also provide legal assistance to various boards, commissions, and agencies of the City of Shreveport. Duties will include reviewing contracts, agreements, and other legal instruments, preparing resolutions and /or ordinances for the consideration by the City Council. Represents the City in litigation to which the City has an interest, prepares legal pleadings, attend court hearings, depositions, trials. Assisting in the formulation of the City policies and procedures and reviewing stated legislation. Supervise assigned employees. May serve as prosecutor for all traffic, municipal ordinance violations, DWI' s and state criminal charges in Shreveport City Court. Should be licensed in Louisiana.

Applicants should send resumes to: City of Shreveport, City Attorney 's Office, Attention: Marcus Edwards, P. O. Box 31109, Shreveport, LA 71130. Or email at [Marcus.Edwards@shreveportla.gov](mailto:Marcus.Edwards@shreveportla.gov) or call 318-673-5200.