



ROXANN PAIS

7755 John Q. Hammons Dr., #1102
Frisco, Texas 75034

EDUCATION

Harvard Law School, Cambridge, Massachusetts
32nd Program of Instruction for Lawyers
Certificate of Attendance – June 11-17, 2000

St. Mary's University School of Law, San Antonio, Texas
Doctor of Jurisprudence – May 20, 1995

Georgetown University Law Center, Washington, D. C.
Visiting Student – Summer 1993

The University of Texas at Austin, Austin, Texas
Bachelor of Arts in Government – May 23, 1992

La Universidad de Salamanca, Salamanca, Spain
Cursos Internacionales – June 29, 1989
Concentration: Spanish

EXPERIENCE

Associate Attorney June 2013– Present
Messer, Rockfeller & Fort LLC, Frisco, Texas

- Represent various Cities, as legal counsel in all action brought by or against the City or its officials and employees

City Attorney December 2009 – May 2013
City Attorney's Office, Harlingen, Texas

- Represent the City, as legal counsel, in all actions brought by or against the City or its officials and employees
- Provide legal advice to all City departments, board and committees including Valley International Airport, Utility Board of Trustees, and Economic Development Corporation
- Serve as Municipal Court Prosecutor
- Manage and supervise legal personnel, all litigation, and legal budget
- Write legal opinions, deeds, leases, contracts, ordinances, and resolutions
- Experience in contract review, land use and zoning, economic development, public works, employment law, civil service, code enforcement, emergency management, elections, and general municipal matters
- Create, develop and implement proactive strategies to improve the City's quality of life

Associate Municipal Court Judge October 2009 - November 2009
City of Forney, Texas

- Preside over Municipal Court for all Class C misdemeanors
- Conduct hearings, issue warrants, summons, magistrate warnings and set bonds

Executive Assistant City Attorney

March 2008 - October 2009

Special Projects

City Attorney's Office, Dallas, Texas

- Work closely with federal, state and local officials to identify crime problems
- Create, develop and implement innovative strategies to address issues such as: vacant structures, foreclosures, gangs, gun crimes, reentry, and group homes
- Research, compare and evaluate statutes, ordinances and programs from across America to develop strategic solutions
- Draft proposed state legislation and ordinances based on legal research analysis
- Litigate code enforcement cases

Special Assistant United States Attorney

July 2002 – October 2009

Project Safe Neighborhoods (PSN) and Anti-Gang Crime Initiative

U.S. Attorney's Office for the Northern District of Texas

- Prepare, manage, and monitor federal PSN grants, progress reports and budgets
- Develop and implement community outreach and education programs for PSN, Anti-Gang Crime Initiative and Public Housing Safety Initiative
- Develop, implement and present monthly education program to parolees and probationers on the legal consequences of gun crime
- Reduced gun crime committed by Dallas' adult parolees and probationers by 45% within 2-year period and sustained reduction over 5-year period
- Create and implement the first City of Dallas Ex-Gang Offender Reentry Court

Executive Assistant City Attorney

April 2001 - February 2008

Chief of Community Prosecution and Community Courts

City Attorney's Office, Dallas, Texas

- Create, implement and manage community prosecution and community courts, which are community-based justice strategies designed to reduce crime
- Build and supervise team of 1 to 38 new positions in 5-year period
- Analyze and conduct risks and needs assessments to select high crime target areas for strategic law enforcement efforts
- Establish, develop and sustain partnerships among criminal justice agencies, social services, businesses, community organizations and residents
- Create and evaluate performance measures to assess programs' effectiveness
- Reduced overall crime in 7 target neighborhoods by up to 20%
- Apply for, manage and monitor federal grants and \$3 million per year budget
- Raise and leverage over \$15 million in grants, donations and general revenue
- Passed 26 grant audits with no outstanding issues
- Provide technical assistance to other national and international jurisdictions

Faculty Member, Lecturer or Advisor

April 2001 - Present

U.S. Department of Justice, Office of Justice Programs, Community Capacity

Development Office, Weed & Seed Program

U.S. Department of Justice, National Advocacy Center

American Prosecutors Research Institute

Consortium on Community Problem Solving

J. McDonald Williams Institute

- Lecture at over 40 national conferences on innovative strategies to reduce crime, find and leverage resources and strategically partner with various entities
- Strong public speaking experience to audiences that range in size from 20-500
- Featured in various international, national, and local media for work and awards

Assistant City Attorney, Code Enforcement Section August 1998 - March 2001
City Attorney's Office, Dallas, Texas

- Develop, interpret and advise city council and city departments on municipal law
- Create and develop training curriculum and academy for code officers
- Educate and train over 100 officers on how to properly enforce municipal law
- Write state legislation on urban rehabilitation
- Provide technical assistance to code officers during on-site inspections

Assistant City Attorney, Criminal Law and Police Section April 1996 - July 1998
City Attorney's Office, Dallas, Texas

- Prosecute over 100,000 crimes
- First chair in 100+ criminal trials
- Educate, train and manage 16 attorneys to review Texas Public Information Act requests received by the Dallas Police Department
- Refine training curriculum and educate juveniles in Teen Court program

Court Appointed Attorney November 1995 - February 1996
Bexar County Justice Center, San Antonio, Texas

- Serve as legal counsel for criminal defendants charged with misdemeanors

Student Attorney August 1994 - May 1995
St. Mary's Civil Justice Clinic, San Antonio, Texas

- Client counseling and discovery
- Draft pleadings, orders and decrees
- Deposition experience
- Legal counsel in 13 civil cases
- Administrative law hearing
- Settlement negotiations

Judicial Clerk January 1995 - May 1995
288th District Court of Texas, Judge Frank Montalvo, San Antonio, Texas

- Analyze evidence and research applicable law
- Review court documents and assist in judicial decision-making

Law Clerk July 1994 - August 1994
U.S. House of Representatives Committee on Agriculture, Washington, D. C.

- Research federal legislative history
- Assist Senior Counsel in writing federal legislation and committee language

Legal Intern June 1993 - August 1993
U.S. Congressman Kika De La Garza, Washington, D. C.

- Research federally-funded programs
- Analyze and write memorandum regarding political stance of individual congresspersons as discussed in committee and subcommittee hearings

Legislative Aid July 1990 - July 1991
Texas State Representative Robert Earley, Austin, Texas

- Respond to constituents' concerns and requests
- Track state legislation

LICENSES

Admitted to State Bar of Texas - November 3, 1995
U.S. District Court, Northern District of Texas - April 11, 1997

Certified Instructor, Texas Commission on Law Enforcement Officer Standards and Education – 1998

PUBLICATIONS

Roxann Pais & Robert V. Wolf, *Addressing Foreclosed and Abandoned Properties*, Center for Court Innovation and U.S. Bureau of Justice Assistance, April 2010.
Roxann Pais, *Code Book*, Dallas: City of Dallas, Texas, 1999. Reference and training manual for code enforcement officers to identify, enforce, prepare for trial and correct code violations
Roxann Pais, *Urban Rehabilitation Standards Board Training Manual*, Dallas: City of Dallas, Texas, 1999. Training manual for city council appointees on urban rehabilitation

AWARDS

Recipient, U.S. Department of Justice Project Safe Neighborhoods 2006 National Achievement Award for Exemplary Local Training Program
Recipient, U.S. Department of Justice Community Prosecution National Leadership Award 2006
Recipient, American Prosecutors Research Institute Community Prosecution Iceberg Award 2006
Recipient, Old East Dallas Weed & Seed Community Heart & Soul Award 2006
Recipient, City of Dallas Employee Wall of Honor Award, September 2006
Special Recognition, Dallas County Commissioners Court, June 2006
Special Recognition, Dallas City Council, June 2006

OTHER SKILLS

Grant Peer Reviewer for U.S. Department of Justice, Office of Justice Programs
Bilingual: Read, Speak, and Write Fluent Spanish