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| <b>CITY OF CEDAR RAPIDS<br/>POSITION PROFILE</b>                  | <b>JOB CODE #/TITLE:</b> NB308<br>Assistant City Attorney II |
| <b>POSITION #/TITLE:</b> 0771, 1584<br>Assistant City Attorney II | <b>Adopted:</b> 11-01  |
|   | <b>Revised:</b> 08-15  |

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| <b>POSITION DESCRIPTION</b> |
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| <b>Dept:</b> Attorney  | <b>Manager Level:</b> Non-Manager                                 |
| <b>Salary Plan/Description:</b><br>NBU/Non-Bargaining Unit                       | <b>Salary Grade:</b> 15   |
| <b>Reports To Position #/Job Code #/JC Title:</b><br>1466/NB037/City Attorney    | <b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>     |
| <b>FLSA Status:</b><br>Exempt  | <b>City Overtime Status (Employee Type):</b><br>Exempt (Salaried) |
| <b>Physical Demand Rating:</b> Light   | <b>Work Environment:</b> Controlled                               |
| <b>Pre-employment Testing:</b> Drug and health screening after contingent offer. | <b>Position Testing:</b> Job fit assessment                       |
| <b>Personal Protective Equipment:</b> None                                       |   |

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| <b>General Statement of Duties</b> |
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Provides legal services and representation to the Mayor, City Council, and various City departments, commissions, boards, and employees as required; prosecutes violations of the Cedar Rapids Municipal Code; performs related work as required.

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| <b>Distinguishing Features of the Class</b> |
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Considerable leeway is granted for the exercise of independent judgment and initiative. Indirect supervision is exercised over the work of employees in the class of Legal Secretary. This classification is distinguished from the Assistant City Attorney I classification by more independent management of prosecution cases, and by significantly increasing responsibility for in-house legal advice and civil case management.

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| <b>Examples of Essential Work (Illustrative Only)</b> |
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Prosecutes violations of the Cedar Rapids Municipal Code, including traffic violations, housing violations, zoning violations and comparable cases in the courts, including jury trials. Conducts direct and cross examination of witnesses and closing statements, as necessary;

Provides legal advice and client counseling to the Mayor City Council, all City departments, boards, and commissions of a full range of legal issues as assigned by the City Attorney;

Prepares and litigates court cases and other contested matters, including the preparation of pleadings, briefs, and the conduct of discovery proceedings, examines law and evidence;

Interviews witnesses and other parties for the presentation of evidence for the City to ascertain that evidence is complete and will be well presented;

Discusses case results with City Attorney to evaluate and improve performance for future work;

Interviews complainants to determine whether or not there are sufficient grounds to bring suit under City ordinances or under State law for misdemeanors committed within the City limits;

Acts as point of contact for court system on certain matters pertaining to simple misdemeanors and small claims;

Studies and researches City, State, Federal and general municipal law bearing on City legal issues for the preparation of legal advice and opinions as well as client counseling;

Drafts alternative proposals for solution of such problems for review by City Attorney;

Evaluates problems in code enforcement cases with Police Officers, Building Inspectors, Zoning Inspectors and others to determine enforcement difficulties under existing law and to recommend improvements in wording and procedure;  
Researches, prepares, and compiles proposed ordinances and resolutions and proposed amendments to existing ordinances;  
Performs all work duties and activities in accordance with City policies, procedures and safety practices;  
Attends work regularly at the designated place and time;  
Supports continuous process improvement initiatives;  
Performs related work as required.

### **Required Knowledge and Abilities**

Thorough knowledge of the principles, practices, methods, materials and references utilized in legal research;  
Good knowledge of legal practices and procedures, including trial practices and procedures;  
Good knowledge of municipal law, torts, contracts, civil rights, administrative processes and real property;  
Good knowledge of appellate practices and procedures;  
Good knowledge of local and state misdemeanor laws and procedures;  
Good knowledge of State and Federal statutes and regulations pertaining to municipal governments;  
Ability in negotiations and in persuasion of others, including both individuals and groups;  
Ability in presentations of both routine and complex issues;  
Ability to prepare accurate and reliable reports containing findings, recommendations and conclusions on legal decisions;  
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;  
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;  
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;  
Ingenuity and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

Graduation from an accredited college or university with a Law Degree; and  
Some court and case management experience in prosecuting code violations and increasingly complex legal case preparation.

### **Required Special Qualifications**

Admission to practice before the State and Federal courts.

### **Essential Physical Abilities**

Requires the following with or without reasonable accommodation:  
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;  
Sufficient vision, which permits the employee to review a wide variety of written correspondence, reports and related material in both electronic and hard copy form;  
Sufficient manual dexterity, which permits the employee to operate a keyboard and produce handwritten materials and notations;  
Sufficient personal mobility, which permits the employee to visit various and other work stations in the City and attend a wide variety of meetings within the City and out of the area.