

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB034 Assistant City Attorney III
<b>POSITION #/TITLE:</b> 0771, 1584 Assistant City Attorney III	<b>Adopted:</b> 07-97
	<b>Revised:</b> 05-09

<b>POSITION DESCRIPTION</b>
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<b>Dept:</b> Attorney	<b>Manager Level:</b> Program Administrator
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 19
<b>Reports To Position #/Job Code #/JC Title:</b> 1466/NB037/City Attorney	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Exempt	<b>City Overtime Status (Employee Type):</b> 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	

<b>General Statement of Duties</b>
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Provides legal services and represents the Mayor, City Council and various City departments, divisions, commissions and employees as required; performs related work as required.

<b>Distinguishing Features of the Class</b>
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Considerable leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over the work of employees in the class of Legal Secretary.

<b>Examples of Essential Work (Illustrative Only)</b>
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Provides legal advice to the Mayor, City Council, all City department and division heads and appropriate others on the full range of legal issues affecting or potentially affecting the City as assigned by the City Attorney;

Provides legal advice on collective bargaining issues, arbitration and public employee law;

Attends meetings of the City Council and various City groups and provides advice and counsel as requested;

Assists with ordinance enforcement including prosecuting simple misdemeanors and municipal infractions;

Provides instruction at the Cedar Rapids Police Department's academy;

Assists City Departments in drafting ordinances, leases, releases, contracts, 28E Agreements and other legal documents;

Processes and litigates claims against the City, including preparation of answers to complaints, pleadings, depositions, exhibits and related memoranda and papers;

Processes and litigates workers' compensation claims;

Processes and litigates property tax appeals for the City Assessor;

Processes and litigates civil rights complaints;

Processes and litigates liquor and other license revocations and denials;

Processes and litigates civil service matters;

Prepares cases for trial, interviewing witnesses, examining evidence and researching the law and preparing related legal documents;

Represents the City in trial and appellate litigation;

Works with City department and division heads in reviewing and evaluating planned actions relating to department operations, procedural and administrative matters and employee disciplinary actions;  
Performs legal analysis and drafts opinions as needed and assigned by the City Attorney;  
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**

Comprehensive knowledge of the City's ordinances and administrative directives;  
Thorough knowledge of legal practices and procedures;  
Thorough knowledge of appellate practices and procedures;  
Thorough knowledge of local and state misdemeanor laws and procedures;  
Thorough knowledge of municipal law, torts, contracts, civil rights, administrative processes and real property;  
Thorough knowledge of the principles, practices, methods, materials and references utilized in legal research;  
Thorough knowledge of State and Federal statutes and regulations pertaining to municipal governments;  
Thorough knowledge of the practices, procedures and operations of the City's departments and divisions;  
Thorough knowledge of current collective bargaining agreements, and civil service rules and regulations, arbitration law and public employment relations;  
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 opinions 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 experience in public law practice; or  
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Required Special Qualifications**

Admission to 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.