

|   |  |
|---|--|
| <b>CITY OF CEDAR RAPIDS<br/>POSITION PROFILE</b>            | <b>JOB CODE #/TITLE:</b> NB035<br>Assistant City Attorney IV |
| <b>POSITION #/TITLE:</b> 0590<br>Assistant City Attorney IV | <b>Adopted:</b> 07-97  |
|   | <b>Revised:</b> 11-08  |

|                             |
|-----------------------------|
| <b>POSITION DESCRIPTION</b> |
|-----------------------------|

|  |   |
|--|---|
| <b>Dept:</b> Attorney  | <b>Manager Level:</b> Program Administrator                       |
| <b>Salary Plan/Description:</b><br>NBU/Non-Bargaining Unit                       | <b>Salary Grade:</b> 21   |
| <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                                       |   |

|                                    |
|------------------------------------|
| <b>General Statement of Duties</b> |
|------------------------------------|

Provides legal advice, counsel, representation, and advocacy to and on behalf of the City, Mayor, City Council, City Manager, City Directors, and various other City departments, divisions, commissions and employees as required; performs related work as required.

|   |
|---|
| <b>Distinguishing Features of the Class</b> |
|---|

Independent judgment and initiative is essential. This class is distinguished from the other classes of Assistant City Attorney by larger and more diverse responsibilities, including acting in the City Attorney's stead in case of absence, and being responsible for litigation that is more complex and difficult. Supervision is exercised over the work of employees in the class of Legal Secretary.

|   |
|---|
| <b>Examples of Essential Work (Illustrative Only)</b> |
|---|

Provides legal advice to the Mayor, City Council, City Manager, and all City department and division heads and appropriate other City employees on the full range of legal issues affecting or potentially affecting the City, as assigned by the City Attorney;

Provides written legal opinions to the Mayor, City Council, City Manager, and Department Directors upon request;

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

Represents the City, Mayor, Council, City Manager, City Directors, and city boards and commissions in judicial, quasi-judicial, and administrative proceedings in which they are a party, including trials and appeals;

Provides legal representation to the Cedar Rapids Board of Review;

Defends claims and lawsuits alleging violations of 42 U.S.C. 1983, Title VII of the Civil Rights Act of 1964 as amended, and other federal statutory and constitutional provisions;

Evaluates and litigates, all tort claims against the City, including preparation of answers to complaints, pleadings, depositions, pre-trial discovery, motions, briefs, exhibits, interviewing of witnesses, examining evidence, researching the law, and preparing related legal documents, and represents the City at trial thereof;

Provides legal advice and guidance to City department and division heads in reviewing and evaluating planned actions relating to department operations, procedural and administrative matters and employee disciplinary actions;

Answers questions of municipal law and the City Attorney's Office responsibilities and operations in relation thereto;  
Performs legal research, analysis, writing, and advocacy as 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**

Extensive knowledge of the City's ordinances and administrative directives;  
Thorough knowledge of Iowa and Federal Rules of Civil Procedure, Appellate Procedure, and Rules of Evidence;  
Thorough knowledge of and skill in legal practices and procedures;  
Thorough knowledge of and skill in trial and 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;  
Ability in negotiations and in persuasion of others, including both individuals and groups;  
Ability to prepare accurate and reliable reports containing, findings, recommendations and conclusions on legal decisions;  
Must possess the highest standards of personal and professional ethics and integrity;  
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  
Considerable 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.