

CITY OF IOWA CITY - Job Description

Job Class #29-02

FLSA Exempt
Non Civil Service

Identification

Position Title: Assistant City Attorney
Department: City Attorney
Division: City Attorney
Supervisor: City Attorney

Job Summary

Under general supervision from City Attorney, provides legal services to City Council, staff, boards and commissions.

Job Scope

No direct supervisory responsibility. No direct department budget responsibility.

Essential Job Duties and Responsibilities

Represents the City Council, boards, commissions and departments in litigation, administrative, state and federal district courts and state and federal appellate courts.

Prepares written and oral arguments, case presentation including fact investigations, discovery, depositions, witness preparation, legal research, briefing and attendance at hearings.

Provides counsel to City departments, **performing** services in person and by written legal opinion.

Performs legal research, fact investigations, clear communications and explanation of conclusions.

Identifies and **resolves** legal and procedural matters related to resolutions, ordinances and procedures.

Drafts, edits, and revises City documents, resolutions, ordinances and contracts.

Reviews and **edits** assigned areas for agenda.

Researches legal issues for department staff.

Attends meetings of assigned boards and commissions and interdepartmental meetings.

Attends City Council meetings upon request.

Supervises the work activities of the student law school intern and paralegal.

Prosecutes City simple misdemeanors and criminal trial prosecution.

Communicates with the public, attorneys and others to **identify** and **resolve** legal issues.

Conducts self in a manner which **promotes** and **supports** diversity and inclusivity in the workplace and community.

Performs all other related duties as assigned.

Physical and Environmental Conditions

The physical demands and work environment conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job and are encountered while performing those essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk and hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to walk or stand. Specific vision abilities required by this job include close vision.

The noise level in the work environment is usually moderate.

Minimum Education, Experience and Certification

Juris Doctorate from an educational institution accredited by a DOE recognized accreditation body required. Admission to Iowa Bar to practice in Iowa courts required. Must pass criminal background check.

Preferred Education, Experience and Certification

Five years of related experience and/or training preferred. Litigation experience strongly preferred.

Knowledge, Skills, and Abilities

Knowledge of federal, state and local laws; federal and state court practice; and municipal organization and operation. Skills in organizing and presenting persuasive argument. Skills in drafting and editing legal documents, ordinances and litigation materials. Ability to read complex materials, conduct legal research, analyze legal questions, and to effectively explain conclusions. Ability to efficiently prioritize work assignments and complete assignments within the designated time deadlines.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.