

CITY ATTORNEY

DEPARTMENT : **CITY ATTORNEY’S OFFICE**
SALARY :
FLSA : **EXEMPT**
CIVIL SERVICE : **NOT INCLUDED**
BARGAINING UNIT : **NON-BARGAINING**

GENERAL STATEMENT OF DUTIES

Responsible for providing professional legal advice and ensuring professional representation for City departments and employees in civil and criminal cases. The work is performed under the general direction of the Mayor but considerable leeway is granted for the exercise of independent judgment and initiative. Supervises legal assistant employee and Code Enforcement.

EXAMPLES OF ESSENTIAL FUNCTIONS

(Illustrative Only)

These functions are considered essential for successful performance in this job classification.

1. Represents the City of Waterloo in the areas of civil litigation, civil rights complaints, employee grievance issues and related court cases.
2. Prosecutes criminal and traffic cases as necessary.
3. Provides legal advice, counsel and course of action recommendations to City departments on a variety of issues.
4. Represents the City in pretrial conferences, including research and negotiation with all involved parties.
5. Prepares cases for trial, examining law and evidence.
6. Prepares and interviews witnesses presenting evidence for the City to ascertain that evidence is complete and will be well presented.
7. Studies City, State, Federal and general municipal law for information and precedents having a bearing on City legal problems.
8. Provides legal advice, opinions and training to City Council, City officials, City boards, standing committees, commissions and other City agencies, and attends meetings of those

bodies. Some meetings are held during the evening or on the weekend.

9. Researches, prepares and compiles proposed ordinances and resolutions and amendments to existing ordinances.
10. Conducts yearly evaluation of legal secretary.
11. Keeps City staff fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
12. Responds to citizens’ questions, complaints and comments in a courteous, respectful, timely and appropriate manner.
13. Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
14. Prepares, reviews and approves contracts, leases and other documents for City activities, programs and real property.
15. Makes presentations and conducts training for City departments regarding sexual harassment or other legal issues, as requested.
16. Attends City Council, Agenda, department head, budget and other meetings as requested by Mayor.
17. May assist with union negotiations.

18. Compiles reports, performs data entry and completes forms on personal computer using the applicable software.
19. Maintains effective communication with City Clerk, Police Department, County Attorney's Office, elected officials and other City departments.
20. Works independently and with others with limited supervision.
21. Attends work regularly at the designated place and time.
22. Performs all work duties and activities in accordance with City and Attorney's Office policies, procedures and safety rules.
23. Performs any other related duties as requested or assigned.

REQUIRED KNOWLEDGE & ABILITIES

1. Thorough knowledge of the following:
 - a. civil and criminal law;
 - b. principles, practices, methods, materials and references utilized in legal research;
 - c. legal practices and procedures;
 - d. municipal law, torts, contracts, civil rights, administrative processes and real property law;
 - e. appellate practices and procedures;
 - f. local and State misdemeanor laws and procedures;
 - g. State and Federal statutes and regulations pertaining to municipal government.
2. Ability to negotiate and persuade individuals and groups.
3. Ability to present routine and complex issues.
4. Ability to communicate effectively, orally and in writing, using technical and non-technical language.
5. Ability to understand and follow oral and written policies, procedures and instructions.

6. Ability to prepare and present accurate and reliable reports containing findings and recommendations.
7. Personal computer skills and ability to learn related software applications, enter and retrieve information on a computer, develop computer-generated reports and update records.
8. Ability to use logical and creative thought processes to develop solutions according to written specifications and oral instructions.
9. Ability to perform a variety of duties and responsibilities accurately under pressure or time-sensitive deadlines.
10. Ability and willingness to quickly learn skills and knowledge brought about by rapidly changing information and technology.
11. Ability to perform assigned tasks with integrity, ingenuity and inventiveness.
12. Ability to supervise, direct, monitor and review staff.
13. Ability to respond to questions from the media, elected officials and the general public tactfully and in a clear, concise and easily understandable manner.
14. Ability to maintain effective working relationships with elected officials, other City employees, the City Attorney, County Attorney's Office and other local attorneys.
15. Ability to work with people from a broad variety of social, economic, racial, ethnic and educational backgrounds.

ACCEPTABLE EXPERIENCE & TRAINING

1. Juris Doctorate from an accredited college or university with minimum one year professional legal experience.
2. Licensed to practice law in the State of Iowa.
3. Personal computer skills and experience using Internet for research purposes.

4. Municipal or county government experience preferred, but not required.

ESSENTIAL PHYSICAL ABILITIES

The following physical abilities are required with or without accommodation.

1. Sufficient clarity of speech and hearing that permits the employee to communicate effectively with other employees, elected officials and when appearing in court.
2. Sufficient personal mobility that permits the employee to operate a passenger vehicle safely, move from one City department or facility to another, attend court and attend meetings at non-City facilities.
3. Sufficient vision that permits the employee to operate a personal computer and observe a variety of written material in electronic and hard copy form.
4. Sufficient manual dexterity to operate a computer, handle files and large books and perform other administrative responsibilities.

MISCELLANEOUS

1. The City of Waterloo will conduct a background investigation including employment and criminal history checks on any applicant being considered for this position.
2. If driving a City vehicle must have Iowa Driver's License and good driving record based on City of Waterloo insurability criteria.

WORK SCHEDULE

Generally 8:00 a.m. to 5:00 p.m. Monday through Friday with one hour unpaid lunch. If part time status, schedule will be determined based on City needs. Must also be available outside these days/hours for department or City activities or related meetings that require the attendance of the Assistant City Attorney.