

ASSISTANT CITY ATTORNEY I

1170

Date: November 2007

Department/Division: Legal

FLSA: Exempt

Reports to: City Attorney

PURPOSE OF POSITION

Under the general direction of the City Attorney, performs professional legal work for the City as Assistant City Attorney; researches the law and prepares and tries minor cases. Conduct legal research, prepare memorandums and briefs, prepare and review legal documents.

ESSENTIAL DUTIES OF THE POSITION (with or without accommodation)

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be assigned.

- Researches and prepares ordinances.
- Counsels, advises and consults with employees from City departments.
- Reviews, processes, and approves all child support orders and garnishments for city employees.
- Prepares, prosecutes or defends misdemeanor crimes, i.e., traffic and animal violations, miscellaneous alcohol, assault and criminal mischief crimes. Crimes typically involve law enforcement personnel in addition to lay witnesses. Preparation for criminal cases involves picking up/sorting new docket sheets, researching/ordering police reports, identifying needed witnesses, arranging for the presence of witnesses, appearing in court, interviewing witnesses, coordinating police testimony, visiting with defendants and their counsel, and making plea offers.
- Files claims on behalf of the city in bankruptcy cases.
- Researches and recommends course of action or makes legal comments as they pertain to "requests for legal opinions";
- Performs civil legal work of the City involving preparation of documents such as leases, resolutions and ordinances, and furnishes legal advice to other departments.
- Represent the City in small claims court. Cases may involve claims by or against the City arising from property and personal injury claims, etc.
- Studies City, State, Federal and general municipal law for information and precedence bearing on City legal problems.
- Regularly lifts up to 10 pounds and occasionally lifts up to 30 pounds.
- Expected to temporarily perform duties outside of normal classification in the event of a declared emergency. In the event that an employee is excused from work other than being sick, they will be required to report to work in a state of declared emergency.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Graduation from a recognized law school and admission to the Bar of the State of Iowa. Any equivalent combination of experience and training that provides the required knowledge, skill and abilities.

MINIMUM ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Abilities

Ability to speak clearly so others can understand you, ability to see details at close range (within a few feet of the observer), ability to see details at a distance, ability to identify and understand the speech of another person, ability to listen to and understand information and ideas presented through spoken words and sentences. Ability to analyze, appraise and organize facts and evidence to ascertain the determining aspects of cases, and to present such material in a clear and logical form; ability to determine alternative courses of action and the impacts of such courses of action, and to recommend choices; ability to present and argue minor cases in court and to handle unanticipated problems smoothly; ability to establish and main-

tain effective working relationships with court officials, city officials and the general public; good judgment; good physical condition.

Job Knowledge

Good knowledge of the principles, methods, materials, practices and references utilized in legal research. Basic understanding of the laws applicable to cities in Iowa. Good knowledge of the court system in Iowa.

Language Skills and Interpersonal Communication

Requires effective communication skills and the ability to provide assistance to customers (external and internal). Requires the ability to write and speak effectively with fellow employees, City Council, and the general public; read in English; apply common sense understanding to the work process, procedures, programs and services; and to provide and follow verbal and written instructions. Requires the ability to work as a member of a team in order to accomplish tasks; the ability to establish and maintain effective working relationships with other employees and the general public.

Work Environment

Ninety percent of work is normally performed in a normal inside office environment with appropriate heating and cooling and is not subject to significant occupational or environmental hazards other than those normally associated with general public contact, dust or odors. Travel in all types of weather extremes to attend training and/or organizes meetings conferences, and workshops; must be mobile and able to visit complainants and businesses within the metro area.

Special Requirements

Possession of a valid Iowa driver's license or the ability to provide reliable transportation.

I have carefully read and understand the contents of this job description and have been given the opportunity to ask my supervisor any questions I have regarding my duties and responsibilities as described therein.

Employee Signature	Date	Department Approval	Date
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The City of Sioux City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages employees and prospective employees to discuss needed accommodations with the appropriate City representatives.

Approved Resolution: #001003
Dated: November 19, 2007