



City of Cedar Rapids Assistant City Attorney II

SALARY	\$43.95 - \$61.49 Hourly \$91,416.00 - \$127,899.20 Annually	LOCATION	City Hall- 101 1st St SE, Cedar Rapids, IA, IA
JOB TYPE	Full-Time	REMOTE EMPLOYMENT	Flexible/Hybrid
DEPARTMENT	City Attorney	OPENING DATE	04/10/2026
CLOSING DATE	6/29/2026 11:59 PM Central	FLSA	Exempt
BARGAINING UNIT	NON_BARGAINING		

Are you a skilled legal professional ready to make a meaningful impact in your community? The City of Cedar Rapids is looking for a knowledgeable and motivated **Assistant City Attorney II** to join our legal team. This is an excellent opportunity for an experienced attorney to provide high-level legal counsel, support municipal operations, and contribute to shaping public policy.

About our Organization

At the City, we are committed to employing individuals who reflect our community's diverse backgrounds and this position is crucial in the success and strategic direction of a growing and evolving community. We appreciate and leverage the vast experience individuals bring beyond the technical requirements of a job. If you are an individual with similar experience listed here please consider applying. Experience and skills combined with commitment to our core values is key to building a greater community now and for the next generation.

About our Community

Nestled in the heart of Iowa, Cedar Rapids is our vibrant and diverse community known for its rich history, culture, and natural beauty. Our city has a strong sense of community which can be seen at any of our numerous parks, recreational opportunities, and family-friendly events year round. You can also explore our thriving downtown district, filled with shops, restaurants, and entertainment options, or take a stroll along the Cedar River, which runs through the heart of the city. [Cedar Rapids - Why you should live here!](#)

About the Position

Advises and counsels city staff, including department heads, Mayor, and City Council on legal matters. The Assistant City Attorney classifications are distinguished by the complexity and diversity of legal issues assigned.

Essential Duties & Responsibilities

Job Duties and Responsibilities

- Provides legal advice and guidance to the City Manager, City departments, and division heads on the full range of legal issues affecting the City.
- Prosecutes violations of city code and, in consultation with the City Attorney, utilizes professional judgment in charging and disposing of cases.
- Litigates cases of moderate complexity, including small claims and affirmative litigation.
- Represents the City in judicial, quasi-judicial, and administrative proceedings, including contested trials and appeals.
- Drafts and reviews documents of moderate complexity, including ordinances, agreements, and real estate documents. Represents the City's interest in contract negotiations and carries out goals of contracts.
- Proactively identifies issues of concern affecting the City.
- Performs legal research, analysis, writing, and advocacy as assigned by the City Attorney. Assists in various legal matters, including open records requests, open meeting law, policy questions, and other issues. Interprets laws and ordinances and makes recommendations.
- Provides legal analysis and opinions on a variety of legal questions and acts as legal advisor to the Council and its various committees, commissions, boards, authorities, and City departments. Attends board and commission meetings as needed.
- Performs related work as required.

Qualifications

Required Education and Experience

- Juris doctor from an accredited law school and
- Three to Five years of experience advising municipal or other government entities including litigating and advising in torts (personal injury/property damage), small claims, prosecution of violations, and/or contract disputes
- Excellent written, verbal, and interpersonal communication skills
- Proficiency with Microsoft Office
- Ability to work collaboratively with a diverse population

Required Licenses or Certifications

- License to practice law in the state of Iowa

Supplemental Information

Work Schedule

- Monday - Friday 8:00am to 5:00pm

Benefits

We offer benefits and beyond for our employees and their families!

- Multiple health insurance plans administered by Wellmark Blue Cross and Blue Shield with low employee premiums, deductibles, and co-insurance (view our benefits summaries for more information: [Choice Plan \(Download PDF reader\)](#) and [Traditional Plan \(Download PDF reader\)](#))
- Expansive Wellness Program and low cost onsite exercise facilities
- Dental Insurance with Delta Dental of Iowa
- 100% city paid basic life insurance
- Other voluntary benefits offered including vision, long-term disability, and supplemental life insurance
- IPERS Retirement - Iowa Public Employees Retirement System, with contributions of 6.29% employee/ 9.44% City ([IPERS](#)) ([Download PDF reader](#)).
- Deferred Compensation (IRS Section 457) retirement programs

- Generous paid time off AND 11 paid holidays per year
- Paid Parental Leave program with 4 weeks of paid time off
- Annual salary increases, AND an annual across-the-board increase (determined by available budget)
- Longevity Pay for years of service
- Educational assistance up to \$3,000 per year
- A culture that is supportive and committed to professional development opportunities
- Public Service Loan Forgiveness – Employees may qualify for the PSLF program which forgives the remaining balance on your Direct Loans after you have made 120 qualifying monthly payments while working full-time for a qualifying employer. [See more information here](#)

Equal Opportunity/Affirmative Action Statement

The City of Cedar Rapids is an equal opportunity/affirmative action employer. All job applicants will receive consideration for employment free from discrimination on the basis of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), disability and genetic information (including family medical history).

Applicants with Disabilities

We respect and value people with disabilities and are committed to providing a workplace culture of disability inclusion. People with disabilities are supported during the hiring process and are encouraged to apply for employment with the City of Cedar Rapids. In support of the Americans with Disabilities Act, reasonable accommodations will be provided to those in need of assistance with the application and interview process. To request an accommodation, contact the City's Human Resources department by phone at 319-286-5000 or by email at hr@cedar-rapids.org.

Employer

City of Cedar Rapids

Address

101 1st Street SE

Cedar Rapids, Iowa, 52401

Phone

319-286-5000

Website

<http://www.cedar-rapids.org/>

Assistant City Attorney II Supplemental Questionnaire

*QUESTION 1

Do you currently hold a Juris Doctor Degree (JD) from an accredited Law School?

- ☐ Yes
- ☐ No

*QUESTION 2

Are you licensed to practice law in the state of Iowa?

- ☐ Yes
- ☐ No

*QUESTION 3

Please share why you are interested in working for the City of Cedar Rapids Attorneys Office.

***QUESTION 4**

Which of the following best indicates your total years of full-time experience in a legal setting?

- ☐ Less than 1 year of experience
- ☐ 1 year of experience
- ☐ 2 years of experience
- ☐ 3 years of experience
- ☐ 4 years of experience
- ☐ 5 years of experience
- ☐ more than 5 years of experience

***QUESTION 5**

Please share you experience with local, state, and federal laws and procedures related to municipal governments.

***QUESTION 6**

What is your proficiency with Microsoft Office?

- ☐ Beginner
- ☐ Intermediate
- ☐ Proficient
- ☐ Advanced
- ☐ Expert

***QUESTION 7**

Please describe your experience working collaboratively with diverse populations.

* Required Question