

# IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES – HUMAN RESOURCES ENTERPRISE

## Appellate Defender 3

### DEFINITION

Assists the State Appellate Defender by performing professional legal work representing indigent clients on appeal in cases where the State Appellate Defender's Office has been appointed as counsel and providing training, guidance, and direction to staff assigned in the State Appellate Defender's Office; performs related duties as required.

*The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.*

### WORK EXAMPLES

Conducts thorough review of the record and performs extensive legal research to prepare the appeal in assigned complex cases to determine the merits of cases and appropriate courses of action.

Drafts appellate briefs, appendices, motions for further review, and other motions or documents in support of an appeal.

Presents oral arguments in the most complex cases before the Iowa Court of Appeals, the Iowa Supreme Court, and the United States Supreme Court.

Trains less experienced attorneys and law student interns in the principles of appellate advocacy and pleading, trial and appellate procedures, legal precedents, rules of evidence, and preservation of error.

Serves as First Assistant State Appellate Defender or Senior Assistant State Appellate Defender, making decisions in the absence of the State Appellate Defender or as delegated by the State Appellate Defender; serves as a resource and source of guidance for attorneys and law student interns.

Assists supervisor by instructing employees, answering questions and distributing, balancing and checking work; may make suggestions on appointments, promotions, performance and reassignments.

### COMPETENCIES REQUIRED

Ability to independently analyze trial records, precedents, and other legal authority accurately and thoroughly and to develop appropriate appellate legal strategies.

Knowledge of appellate procedure, the principles of error preservation, and effective appellate advocacy.

Ability to perform extensive and difficult legal research and to construct innovative legal arguments from existing legal authorities.

Ability to efficiently draft effective appellate briefs that clearly and logically advocate for the client's legal interests on an independent and consistent basis.

Ability to train and mentor less experienced attorneys and interns in the art of appellate advocacy and to review and edit others work product.

Skill and effectiveness in presenting oral argument in appellate courts.

Knowledge of the application of legal principles and the methods of legal research.

Knowledge of the scope and character of Iowa criminal and civil law and Federal constitutional law.

Knowledge of trial and criminal procedures, the concept of legal precedence, and the rules of evidence as they apply to legal advocacy

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing quality professional service.

Displays a high level of initiative, attention to detail, and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors, and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, group identity, and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Graduation from an accredited law school and experience equal to five years of full time professional criminal trial or appellate advocacy;

OR

Employees with current continuous experience in the state executive branch that includes the equivalent of three years of full-time work as a Public Defender 2 or Appellate Defender 2.

#### **NECESSARY SPECIAL REQUIREMENTS**

Admission to the Iowa State Bar at the time of appointment. Admission to the United States Supreme Court may be required.

#### **NOTE:**

These positions are exempt from merit systems provisions and the screening and referral requirements of the Iowa Department of Administrative Services – Human Resources Enterprise. Apply directly to the State Public Defender.

Effective Date: 07/12 BR