

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

ASSISTANT ATTORNEY GENERAL 1

DEFINITION

Performs beginning level professional legal work of a limited scope and variety within the Attorney General's Office; performs related work 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

Prepares tentative drafts, letters, opinions, memoranda and legal documents for use by attorneys of a higher level in the preparation of opinions, legislative reports, briefs, contracts, and other papers or legal documents.

Prepares cases for filing by drafting complaints, order to show cause, indictment, preliminary motions and supporting affidavits and briefs.

Prepares drafts of pleadings, motions and interrogations in connection with cases in litigations.

Assists attorneys of a higher level in court cases or administrative proceedings by interviewing and selecting appropriate witnesses, preparing them to give testimony, taking depositions, conducting direct examination, suggesting questions to be asked in cross-examination and cross-examining witnesses in line with established line of questions.

Assists in the preparation of drafts of finding of fact, conclusions of law and orders based on the records.

Conducts investigations of a limited scope to obtain facts, studies legal precedents and prepares recommendations for the review of a supervisor.

Briefs and argues minor cases in the appellate courts, subject to close supervision.

COMPETENCIES REQUIRED

Knowledge of legal principles and their application; of legal research methods and their application.

Knowledge of the scope and character of Iowa statutory laws, and provisions of the Iowa and Federal Constitutions.

Knowledge of administrative and constitutional law; of trial and administrative hearing procedures, the rules of evidence, and appellate procedure.

Ability to establish and maintain effective working relationships with coworkers, superiors, agency personnel and the general public.

Ability to present statements of fact and law, and to argue clearly and logically in written and oral form.

Ability to draft statutes and other legal instruments and documents; to dictate correspondence involving the explanation of legal matters.

Ability to analyze situations accurately and to adopt an effective course of action.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Follows policy and cooperates with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited school of law.

NECESSARY SPECIAL REQUIREMENTS

Admission to Iowa Bar and appropriate federal courts.

NOTE:

Positions in this class are exempt from the screening and referral requirements of the Iowa Department of Administrative Services – Human Resources Enterprise. Apply directly to the Department of Justice.

Effective Date: 8/05 DF