

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Attorney 1

Definition

Performs trainee-level professional legal work of a limited scope and variety; performs related work as required.

The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

Work Examples

Prepares tentative drafts, letters, 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 interrogatories in connection with cases in litigation.

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

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.

Researches laws, policies, orders, and regulations from other state and federal jurisdictions.

Provides advice to technical staff on legal issues.

Competencies Required

Knowledge:

- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Personnel and Human Resources – Principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- Customer Service – Principles and processes for providing customer services, including customer needs assessment, meeting quality standards for services, and evaluating customer satisfaction.

Abilities:

- Law and Government – Understand and adhere to applicable laws, legal codes, administrative rules, and regulations.
- Oral Comprehension – Listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression – Communicate information and ideas in speaking so others will understand.
- Written Expression – Communicate information and ideas in writing so others will understand.
- Written Comprehension – Read and understand information and ideas presented in writing.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.

Skills:

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Negotiation – Bringing others together and trying to reconcile differences.
- Persuasion – Persuading others to change their minds or behavior.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.
- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Service Orientation – Actively looking for ways to help people.

Minimum Qualification Requirements

Applicants must have graduated from an accredited school of law to qualify for positions in this job classification.

Notes

Within a period of time after hire, as determined by the appointing authority, employees in this class may be required to be admitted to Iowa State Bar if required at the time of appointment.

Effective date: 04/24 SA