

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

## Attorney 3

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### Definition

Performs advanced-level administrative and professional legal work counseling and representing a state agency; 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

Assists supervisor by performing such duties as instructing employees, answering questions, distributing and balancing the workload, and checking work; may make suggestions on selection, promotions, and reassignments.

Reviews cases, prepares memoranda of fact and law, initiates the filing of legal papers with appropriate court or administrative tribunals; prepares and tries cases or may assign cases to another attorney, consulting with respect to the line of argument and precedent.

Hears charges brought by the State against violators of provisions or regulations of a state agency; hears cases involving disputes regarding governmental contracts.

Renders decisions on the points of law or construction of an act; directs corrective action, payment or relief as provided under the laws or regulations.

Acts as quasi-judicial officer; hears cases involving claims against the State, complaints, or requests for relief from the provisions of agency regulations, which have the effect of law; conducts hearings pursuant to statutory provisions.

Advises on questions of law or administrative policies involved in the operation of the agency in its contracts with industry, private and professional associations, state or local government, and the general public.

Advises on questions of law, regulations, opinions of the courts, attorneys general, and recommends interpretation; outlines the facts and the applicable law.

Advises and assists legislative committees and their staffs in the drafting of legislation; gives testimony before legislative or administrative bodies.

Exercises limited responsibility for the development, preparation, and presentation of cases before administrative tribunals or before the appellate courts where cases are of such scope, they should demand.

Drafts legislation or prepares complete reports on changes in basic legislation.

Drafts or reviews proposed agency decisions; analyzes the records, including transcriptions of testimony and pleadings, evaluates the facts, determines questions of law, and either recommends adoption of a decision of another attorney or drafts a decision.

**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 meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Graduation from an accredited school of law, and experience equal to five years of full-time work in the practice of law; not including experience as a law clerk.
- 2) Current, continuous experience in the state executive branch that includes three years of full-time work with the employing agency in the practice of law; not including experience as a law clerk.

### **Notes**

Positions in this class require admission to the Iowa State Bar.

*Effective date: 02/20 SA*