

# IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼

## HUMAN RESOURCES ENTERPRISE

### ATTORNEY SUPERVISOR

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#### DEFINITION

This class is used only by the Department of Justice.

Performs responsible administrative and/or professional legal work in the counseling and representation of state agencies or the state itself; directs and supervises work of attorneys, investigators, paralegals and secretarial staff; 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

Delegates work within the Division to staff. Reviews workloads and work products and ensures timely completion of tasks. Exercises sound discretion as to which matters should be handled within the Division and which should be called to the attention of the Attorney General or Deputies. Reports to the Attorney General and Deputy Attorneys General on activities of the Division.

Supervises and evaluates the work of subordinates; recommends personnel actions related to selection, disciplinary procedures, performance, leaves, grievances, work schedules and assignments; administers personnel policies and procedures.

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.

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

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

Advises senior government officials on questions of law, regulations, opinions of the courts, attorneys general, and recommends interpretation by outlining 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 full responsibility for the development, preparation and presentation of cases before administrative tribunals or before the appellate courts where cases are of such scope they demand the extensive experience not found in lower levels of attorneys or where there would be a question of matching professional skills against those of distinguished paid legal talent.

Reviews or writes opinions of the Attorney General assigned to the Division, subject to approval by the Opinion Deputy.

Drafts legislation or prepares complete reports on changes in basic legislation; evaluates legislation and makes recommendations thereto.

At one of the highest levels of drafting or reviewing 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 own decision.

Prepares and/or presents major cases before appellate courts.

Conducts trials of major cases independently.

**COMPETENCIES REQUIRED**

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

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

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

Ability to perform independent and difficult legal research.

Ability to analyze, appraise and apply legal principles, facts and precedents to difficult legal or factual situations.

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

Skill and effectiveness in presenting, explaining or arguing cases to administrative boards or commissions or to the courts.

Skill and ability in the supervision and training of subordinate personnel.

Ability to develop and maintain superior working relationships with subordinates, co-workers, superiors, agency personnel, senior government officials and the general public.

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 law school and five years of successful and responsible experience in the practice of law;

OR

three years of experience in the practice of law in the Department of Justice is considered as qualifying experience.

**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: 8/12 BR