Iowa Department of Administrative Services – Human Resources Enterprise
Classification Series Guidelines

Attorney Series

Classes in the Series

Class Code	Class Title
00643/90643	Attorney 1
00644/90644	Attorney 2
00645/90645	Attorney 3

Series Concept

This series includes those classes of positions directly involved with the review of legal questions and the presentation of legal options. Incumbents also oversee or prepare and present an agency's case in judicial review proceedings in state and federal court.

Exclusions

The following are excluded from classification within this series:

1. Positions having primary responsibility for presiding over and conducting contested case hearings in accordance with Iowa Code, Chapter 17A, would be properly classified in the Administrative Law Judge series.
2. Positions having the responsibility of preparing legal documents, litigation packages, and other material for use in administrative proceedings and representing the employing department at proceedings would be properly classified in the Compliance Officer series.
3. Positions responsible for representing indigent clients in the courtroom or through appeal would be properly classified in the Public Defender or the Appellate Defender series.
4. Positions in the Attorney General's Office which perform professional legal work providing legal counsel and representation to a state agency or to the state itself would be properly classified in the Assistant Attorney General series.

Class Distinctions

Attorney 1

This is the trainee level class in the Attorney Series (and Utility Attorney Series, where applicable). Position incumbents perform professional legal work of a limited scope involving legal questions of a factual nature that can easily be resolved or determined from clearly applicable precedents. After a minimum eighteen-month training period, position incumbents are eligible for reclassification to the second level of the series based upon competent performance.

Attorney 2

This is the journey level class in the series. Position incumbents perform professional legal work featuring difficult legal/factual questions that must be resolved or determined in the absence of clearly applicable precedents or those of highly arguable nature.

Attorney 3

Position incumbents perform advanced-level professional legal work, often to the point of overseeing all legal questions, problems, and issues that confront a department or independent agency. They typically serve in an advisory capacity to the agency head on difficult/complex legal matters and may have lead work responsibility over other attorney/legal positions in the agency.

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