

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES – HUMAN RESOURCES ENTERPRISE

Appellate Defender 1

DEFINITION

Performs entry-level professional legal work representing indigent clients on appeal in cases where the State Appellate Defender's Office has been appointed as counsel; performs related duties 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

Conducts thorough review of the record and performs extensive legal research to prepare the appeal in assigned cases to determine the merits of cases and appropriate courses of action.

Drafts appellate briefs, appendices, motions for further review, and other motions or documents in support of an appeal.

Presents oral arguments in assigned cases before the Iowa Court of Appeals, the Iowa Supreme Court, and the United States Supreme Court.

COMPETENCIES REQUIRED

Ability to independently analyze trial records, precedents, and other legal authority accurately and thoroughly and to develop appropriate appellate legal strategies.

Knowledge of appellate procedure, the principles of error preservation, and effective appellate advocacy.

Ability to perform extensive and moderately difficult legal research and to construct innovative legal arguments from existing legal authorities.

Ability to efficiently draft effective appellate briefs that clearly and logically advocate for the client's legal interests on an independent and consistent basis.

Skill and effectiveness in presenting oral argument in appellate courts.

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

Knowledge of the scope and character of Iowa criminal and civil law and Federal constitutional law.

Knowledge of trial and criminal procedures, the concept of legal precedence, and the rules of evidence as they apply to legal advocacy

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing quality professional service.

Displays a high level of initiative, attention to detail, and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors, and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, group identity, and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited law school and a current license to practice law in the State of Iowa. Admission to the United States Supreme Court may be required.

NOTE:

These positions are exempt from merit systems provisions and the screening and referral requirements of the Iowa Department of Administrative Services – Human Resources Enterprise. Apply directly to the State Public Defender.

Effective Date: 07/12 BR