

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

ASSISTANT ATTORNEY GENERAL 2

DEFINITION

Performs professional legal work in providing legal counseling and representation to a state agency or the state itself; 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

Assists a supervisor in assuring that work assignments are carried out by performing, in accord with procedures, policies, and standards specified by a supervisor, such duties as instructing employees about tasks, answering questions about procedures and policies, distributing and balancing the workload and accepting, modifying or rejecting work; may make occasional suggestions on appointments, promotions, and reassignments.

Conducts research of laws, legal opinions, policies, regulations and legal texts and precedent cases.

Conducts pre-trial examinations of witnesses and participates in pre-trial and pre-hearing conferences, examining and cross-examining witnesses.

Examines formal filings for legal sufficiency and full disclosure required by statutes, rules and regulations. Conducts or participates in conferences with other legal counsel and reviews the opinions and suggestions of attorneys of lower level. Conducts investigations on administrative proceedings.

Examines petitioners and claimants regarding charges brought under the administrative regulations of an agency and advises the agency.

Prepares reports, exhibits and legal memoranda from the records and hearings, outlining the factual and legal issues and recommends disposition of a case for consideration of quasi-judicial officers.

Serves as the assigned specialist on a single program or a major phase of several related programs or major activities, to accomplish a specific purpose or for which special technical knowledge is required.

Comments and/or drafts proposed legislation or changes in agency regulations.

Prepares and/or presents: the agency's case in administrative hearings or before a court; charges, show cause orders, complaints, briefs, motions and other documents preparatory or incidental to the trial of a case.

Recommends settlement of claims and suits.

Writes opinions of the Attorney General, to be approved by the Supervising Attorney and Opinion Deputy.

Conducts trials independently under general supervision.

Briefs and argues cases in the appellate courts, subject to general supervision.

COMPETENCIES REQUIRED

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

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

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

Knowledge of the special statutes, constitutional provisions, procedures, practices or uses of special fields such as administrative law, government regulations, or utility regulation.

Ability to establish and maintain superior working relationships with co-workers, superiors, agency personnel and the general public.

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

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

Ability to effectively present, argue or explain cases to administrative boards or commissions or to courts.

Ability to compose and dictate correspondence involving the explanation of difficult legal matters.

Ability to analyze situations accurately and to adopt an effective and proper course of action.

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 two years of successful and responsible experience in the practice of law;

OR

eighteen months of experience in the practice of law in the Department of Justice shall be 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: 8/05 DF