

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

ATTORNEY 2

DEFINITION

Performs trainee to journey level professional legal work ranging from limited scope and variety to legal counseling and representation for a state agency; 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

Prepares tentative drafts, letters, memoranda and legal documents for use by attorneys of a higher level in the preparation of opinions, legislative reports, briefs, contracts, and other papers or legal documents.

Prepares cases for filing by drafting complaints, order to show cause, indictment, preliminary motions and supporting affidavits and briefs.

Prepares drafts of pleadings, motions and interrogatories in connection with cases in litigation.

Assists higher level attorneys in court cases or administrative proceedings by interviewing and selecting appropriate witnesses, preparing them to give testimony, conducting direct examination, suggesting questions to be asked in cross-examination; cross-examining witnesses in line with established line of questioning.

Assists supervisor by instructing employees, answering questions and distributing, balancing and checking work; may make suggestions on appointment, promotions, performance and reassignments.

Conducts research of laws, legal opinion, policies, regulations and legal texts and precedents 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, claimants, against charges brought under the administrative regulations of an 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 on and/or drafts proposed legislation or changes in agency regulations.

Prepares and/or presents the agency's case in administrative hearings, 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.

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 Constitution.

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

Knowledge of labor relations and the application of employment law to the State's centralized human resources management system including rules, regulations and policies that relate to the state human resources management function.

Knowledge of the special statutes, constitutional provisions, procedures, practices or uses of special fields as outlined in the necessary special requirements.

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 draft and/or compose legal instruments and documents and to dictate correspondence involving the explanation of difficult legal matters.

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

Ability to be admitted to the Iowa State Bar if required at the time of appointment.

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, effort, 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, and 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 school of law.

Effective Date: 03/12 BR