

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Commercial Attorney Supervisor

Definition

Performs advanced level supervisory, administrative, and professional legal work in counseling and representing Iowa Title Guaranty in matters relating to the commercial real estate closings, escrow services, and issuance of Iowa Title Guaranty commitments and certificates; performs related work as required.

The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

Work Examples

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.

Directs the development of the Commercial Department of Iowa Title Guaranty.

Serves as a legal specialist within the Commercial Department of Iowa Title Guaranty, providing creative legal solutions to the unique challenges inherent in commercial transactions, by analyzing and applying legal principles, facts, and precedents.

Consults, confers, and directs lenders, mortgage brokers, investors, and other attorneys on underwriting legal criteria related to commercial transactions.

Renders decisions and provides direction on escrow and closing services for real estate transactions.

Determines underwriting philosophy and appropriate management of risk within changing legal environment.

Independently maximizes profits, sets pricing schedules for the Commercial Department, and manages and controls every aspect of the commercial real estate business for Iowa Title Guaranty.

Develops and implements a comprehensive marketing plan for the Commercial Department of Iowa Title Guaranty.

Serves as a liaison between Iowa Title Guaranty and the reinsurance provider.

Competencies Required

Knowledge:

- Customer Service – Principles and processes for providing customer services, including customer needs assessment, meeting quality standards for services, and evaluating customer satisfaction.
- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process, specific to commercial real estate and Iowa Title Guaranty commitments and certificates required for a wide variety of commercial transactions.

- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Economics and Accounting – Economic and accounting principles and practices, the financial markets, banking, and the analysis and reporting of financial data.
- Mathematics – Arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Sales and Marketing – Principles and methods for showing, promoting, and selling products or services.

Abilities:

- Inductive Reasoning – Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Memorization – Remember information such as words, numbers, pictures, and procedures.
- Oral Expression – Communicate information and ideas in speaking so others will understand.
- Oral Comprehension – Listen to and understand information and ideas presented through spoken words and sentences.
- Selective Attention – Concentrate on a task over a period of time without being distracted.
- Speed of Closure – Quickly make sense of, combine, and organize information into meaningful patterns.
- Written Comprehension – Read and understand information and ideas presented in writing.
- Written Expression – Communicate information and ideas in writing so others will understand.
- Speech Clarity – Speak clearly so others can understand you.
- Speech Recognition – Identify and understand the speech of another person.

Skills:

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Graduation from an accredited law school and experience equal to five years of full-time work in the practice of commercial real estate law, including commercial real estate closings.
- 2) Three years of current, continuous work experience as a Commercial Attorney in Iowa Title Guaranty.

Additional Qualification Requirements

Employees in this job class must be licensed to practice law in the state of Iowa.

Effective date: 08/14 SA