

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
LOTTERY VICE PRESIDENT, GENERAL
COUNSEL

DEFINITION

Serves as General Counsel for and in-house legal advisor to the Iowa Lottery Authority (ILA); 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

Advises senior management on legal matters; reviews internal policies/practices to ensure compliance with federal, state, and local regulatory requirements; identifies/analyzes legal issues, presents clear recommendations, and assists in formulating/implementing business strategies, internal policies, and external communications to ensure compliance/minimize legal exposure.

Researches legal sources (e.g., statutes, administrative rules, case law, treatises, and legal journals) to form a basis for opinions and based thereon, gives advice/makes recommendations as to acceptable courses of action; reviews/drafts legislative proposals and tracks those that may affect the department.

Conducts administrative rulemaking activities; drafts/files administrative rules and serves as the liaison with the Governor's Office and legislative Administrative Rules Review Committee; tracks rulemaking activities that may affect the department.

As house counsel, consults and coordinates litigation matters with the office of the Iowa Attorney General and other outside counsel.

Prepares/reviews contracts with vendors/agencies working for or with Iowa Lottery Authority.

Drafts proposed legislation and Iowa Lottery Authority administrative rules.

As house counsel, working with the office of the Iowa Attorney General and outside bond counsel, assists in preparation and review of debt financing/bond issue documents to finance Iowa Lottery Authority real estate purchase/renovation and major chattel property acquisitions; assists with related Iowa Lottery Authority Board authorization/approval presentations.

Conducts and/or coordinates investigations on administrative proceedings and investigations and recommends appropriate levels of discipline; prepares and/or presents the agency's case in administrative hearings; serves as the department's representative during collective bargaining to ensure management's interests are communicated and protected.

Prepares resolutions as requested by the CEO for Iowa Lottery Authority Board review.

Prepares correspondence relating to a variety of issues, including but not limited to, the preparation of opinions, legislative reports, briefs, other legal documents.

Assists in lobbying efforts on behalf of the department; attends legislative hearings and advises on the preparation of supporting documentation/fact sheets for legislators.

Developments/coordinates the department's quality program in conformance with the International Organization for Standardization (ISO) standards; drafts/implements quality program manual, policies and procedures and oversees the drafting of ISO related documentation; creates employee training materials and assists in the delivery of training to employees; coordinates preparation of performance audit briefs

and advises other senior management team members regarding status and any recommendations for performance improvement.

COMPETENCIES REQUIRED

Knowledge of the practice of law, including but not limited to business, administrative and constitutional law areas of practice; ability to research, analyze, appraise and apply legal principles, facts and precedents to difficult legal or factual problems and to present statements of fact, law and argument clearly and logically in written and oral form.

Knowledge of the rules of evidence, trial and appellate practices.

Knowledge of federal, state and local regulatory requirements.

Knowledge of the legislative process.

Knowledge of the collective bargaining process.

Knowledge of quality program processes in general and ISO standards, in particular, and ability to develop a quality control program; ability to create training materials/train employees.

Knowledge of debt financing, including related bond issue processes and documentation.

Skill in the development/implementation of administrative rules.

Skill in investigating employee misconduct.

Skill in drafting legislative proposals.

Skill in preparation of and consultation regarding corporate board resolutions, actions, application of rules of order, especially requirements peculiar to functioning of state government boards and commissions.

Ability to analyze legal issues; make/argue persuasive recommendations.

Skill in the preparation of performance audits.

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

Works and communicates with all clients and customers providing polite, 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, 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; admission to the practice of law in the state of Iowa, and experience equal to five years of full-time work in the practice of law, to include practice experience in two or more of the following areas of concentration: administrative law, corporate/commercial law, employment law, employment discrimination law, trial and or appellate law.

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 Iowa Lottery Authority.

Effective Date: 09/10 BR