

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

Tax Attorney

Definition

Performs journey-level professional legal work counseling and representing the Iowa Department of Revenue in matters related to the field of tax law; 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

Researches laws, legal opinions, policies, regulations, legal texts, and precedential cases.

Prepares and reviews letters, memos, guidance documents, opinions, legislative reports, contracts, requests for proposals, declaratory orders, preliminary motions, supporting affidavits, and briefs for case filings.

Assists in representing the Department at meetings/negotiations with consultants, the legislature, advisors, constituent groups, vendors, government agencies, outside counsel, the Iowa Attorney General's Office, and the general public.

Comments on and/or drafts proposed legislation or changes in agency rules, regulations, policies, and procedures; advises and assists legislators, legislative committees, and their staffs in the drafting of legislation.

Examines petitions, claims, and charges brought against the agency and negotiates/recommends settlement.

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

Collaborates with other attorneys.

Competencies Required

Knowledge:

- Law and Government – Laws, legal codes, court and administrative appeal procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process, with emphasis on state tax law and administrative law.
- Customer Service – Principles and processes for providing customer services, including customer needs assessment, meeting quality standards for services, and evaluating customer satisfaction.
- 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.

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- Administration and Management – Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
 - Clerical – Administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

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.
- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Information Ordering – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

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.
- Reading Comprehension – Understanding written sentences and paragraphs in work-related documents.

- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Negotiation – Bringing others together and trying to reconcile differences.
- Persuasion – Persuading others to change their minds or behavior.
- Speaking – Talking to others to convey information effectively.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.

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 three years of full-time work in the practice of law in an area with substantial use and application of tax law (e.g., state and local tax, sales/use tax, or property tax issues).
- 2) Current, continuous experience in the State executive branch that includes experience equal to eighteen months of full-time work in the Department of Revenue as an Attorney 1.

Notes

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

Effective date: 1/16 SA