

**IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼**  
**HUMAN RESOURCES ENTERPRISE**  
**UTILITIES BOARD GENERAL COUNSEL**

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**DEFINITION**

Serves as attorney for and legal advisor to the Utilities Board (Board) and Utilities Division (Division) staff of the Iowa Utilities Board pursuant to Iowa Code § 474.10; 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**

Supervises and evaluates the work of a subordinate staff; effectively recommends personnel actions related to selection, disciplinary procedures, performance, leaves of absence, grievances, work schedules and assignments, and administers personnel and related policies and procedures.

Instructs less experienced attorneys in order to improve their ability and increase their performance.

Formerly advises the Board and Division staff and informally advises the general public regarding the laws, regulations, opinions of the courts and of the Attorney General.

Reviews drafts of agency orders prepared by staff at the direction of the Board and reviews or drafts proposed legislation; reviews or drafts legal opinions and memos to the Board.

Represents the Board in reviews of agency action before the courts.

Works with the Board, the Executive Secretary of the Board, and the Division managers to develop effective procedures and cooperative relationships in the agency.

**COMPETENCIES REQUIRED**

Knowledge of administrative and constitutional law.

Knowledge of current utility regulatory principles and applications.

Knowledge of administrative hearing procedures.

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

Knowledge of public utility rate practice and the legal economic principles involved.

Knowledge of federal and state special statutes, constitutional provisions, procedures and practices as they apply to public utilities.

Ability to plan, organize, control, and effectively supervise the work of subordinates.

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 draft correspondence involving the explanation of difficult legal matters.

Ability to analyze situations accurately and exercise independent judgment in order to recommend adoption of an effective and proper course of action.

Ability to analyze and resolve complex public utility rate issues.

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

Displays high standards of ethical conduct. Exhibits honesty and integrity.

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.

Follows Board policy and cooperates with other managers.

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 school of law and six years of successful and responsible experience in the practice of law.

#### **NECESSARY SPECIAL REQUIREMENTS**

Admission to the Iowa State Bar.

#### **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 Utilities Board.

Effective Date:     12/99     BW