

Corporate Attorney

Job Title:	Corporate Attorney	Company Job Code:
FLSA Status:	Division/Department
EEO Code:	Reports to:
Salary Grade/Band:	Last Revision Date:

SUMMARY

Provide analysis and counsel on legal, policy, and environmental issues. Anticipate and guard against legal risks facing the company. Develop and recommend company policy and position on legal issues.

PRIMARY RESPONSIBILITIES

1. Provide analysis and counsel on legal, policy, and environmental issues to include; proposed new products, protecting intellectual property, mergers & acquisitions, financial offerings, financial structuring, securities offerings, compliance issues for a pre-IPO company, ESOP transactions, nondisclosure agreements, outsourcing agreements and business strategic planning.
2. Lead the company through the IPO process, and attend to SEC and public shareholder issues.
3. Provide legal counsel on issues arising from actual or anticipated lawsuits.
4. Anticipate and guard against legal risks facing the company.
5. Develop and recommend company policy and position on legal issues.
6. Conduct and coordinate research into a variety of legal issues.
7. Represent the Company or its officials in various legal proceedings.
8. Prepare legal pleadings, motions, discovery, stipulations, etc.
9. Write, review, and edit reports, opinions, correspondence, articles, and other documents.
10. Write and administer complex vendor, client, and employment contracts.
11. Develop and recommend of operating policy and procedural improvements.
12. Other duties as assigned.

ADDITIONAL RESPONSIBILITIES

1. None specified.

KNOWLEDGE AND SKILL REQUIREMENTS

1. Knowledge of federal, state and local laws. Strong interpersonal and communication skills. Ability to analyze case law and provide recommendations. This is normally acquired through a combination of the completion of a Bachelor's Degree and Juris Doctor from an accredited law school and three to five years of corporate law experience.
2. Requires membership in the State Bar as an attorney qualified to practice law in this state.
3. Visibility requires maintaining a professional appearance and providing a positive company image to the public.

WORKING CONDITIONS

Working conditions are normal for an office environment. Work may require evening and weekend work.

SOURCE: hrVillage.com