

Staff Attorney

SUMMARY:

Provides legal resource services to the organization, reviews changes in policies and procedures for legal implications, reviews vendor contracts and renders an opinion as to the soundness of the terms and conditions, prepares loan documentation, and assists in resolving general ledger problems, when appropriate (i.e. claims)

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Studies Constitution, statutes, decisions, and ordinances of quasi-judicial bodies and their effects to the organization.
- Interprets laws, rulings, and regulations for the organization.
- Examines legal data to determine advisability of defending or prosecuting lawsuit on behalf of the organization.
- Acts as agent of organization on various transactions.
- Represents the organization in litigation and other legal proceedings.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)