



JOB DESCRIPTION

Position Title: Associate General Counsel (Attorney I) Job Code:

FLSA Status: Exempt

POSITION PURPOSE

The General Counsel (Attorney I) provides legal counsel on issues arising from actual or anticipated lawsuits or administrative proceedings, represents the Firm or its officials in various administrative and legal proceedings, including arbitration and mediation proceedings, prepares legal pleadings, motions, discovery, stipulations, and other documents related to litigation, conducts settlement negotiations in connection with any of the aforementioned areas. The General Counsel also supervises and mentor's junior attorneys, anticipates and guards against legal risks facing the company, develops and recommends Firm policy and position on legal issues, conducts and coordinates research into a variety of legal issues, and writes, reviews and edits reports, opinions, correspondence, articles and other documents. The position is responsible for other duties as assigned.

RESPONSIBILITIES AND TASKS

- Provides legal counsel on actual or anticipated lawsuits or administrative proceedings.
- Represents the Firm in administrative, legal, arbitration and mediation proceedings.
- Prepares legal pleadings, motions, discovery, stipulations, and other litigation documents.
- Conducts settlement negotiations.
- Provides analysis and counsel on legal and policy issues, as needed.
- Anticipates and guards against legal risks facing the Firm.
- Develops and recommends policy and positioning on legal issues.
- Conducts and coordinates research into a variety of legal issues.
- Writes, reviews, and edits reports, opinions, correspondence, articles, and other documents.
- Maintains and improves legal skills through coursework, periodicals, and other sources.
- Networks with co-workers to share best practices.
- Develops strategies and aligns work to achieve goals.
- Completes special projects and other duties as requested to support needs of organization.
- Organizes, plans, and manages time effectively to complete assignments.
- Meets position requirements and performs essential functions.
- Completes mandatory training and courses required by completion date.
- Reports questionable situations, concerns, complaints, or harassment immediately.

COMPETENCIES

Accountability	Taking ownership for responsibilities and commitments, and their outcomes.
Business Acumen	Understanding the context, needs, and key factors associated with achieving business goals and objectives.
Change Agility	Effectively anticipating, preparing for, facilitating, leading, and supporting sustainable positive change.
Collaboration	Contributing and capitalizing on the talents of diverse stakeholders to achieve common goals while respecting individual needs.
Communication	Conveying, understanding, acknowledging and incorporating information, news, ideas and feelings, using a variety of methods.
Leadership	Engaging relevant parties, building a compelling vision of desired outcomes, generating energy and enthusiasm, and empowering others to take action by removing obstacles and building accountability.
Personal Growth & Development	Devoting time and energy to expand knowledge, skills, and abilities; and seeking new experiences or career opportunities.
Quality & Customer Satisfaction	Committing oneself to maintain a high standard of excellence while also meeting or exceeding customer expectations.
Talent Management	Attracting, engaging, retaining, and developing high-performing individuals and teams to meet current and future business needs.
Job/Technical Proficiency	Demonstrating the appropriate breadth and depth of knowledge and skill specific to one's profession, function or job discipline.

POSITION REQUIREMENTS

License or Certification:

- License to practice law in the State of Alabama.

Minimum Qualifications:

- Juris Doctor Degree.
- Minimum 5 years of relevant legal experience at a reputable law firm.
- Significant litigation or defense experience required.

Machines, Equipment Used:

- General office equipment such as computer/laptop, telephone, copy/fax machine, calculator, scanner, etc.
- Microsoft Office software, to include Outlook, Word, and Excel.

Physical Requirements:

- Visual acuity, speech recognition, speech clarity.
- Ability to lift, lower, push, pull, and retrieve objects weighing a minimum of 15 pounds. Reasonable assistance may be requested when lifting, pushing, and/or pulling exceeds these minimum requirements.

Skills and Abilities:

- Oral communication, written communication, fluency in English, active listening.
- Information ordering, deductive reasoning, social perceptiveness, time management, critical thinking.
- Ability to coordinate, analyze, observe, make decisions, and meet deadlines in a detail-oriented manner.
- Ability to work independently without continuous supervision.

Environmental Conditions:

- Indoor, temperature controlled, smoke-free environment.
- Handicapped accessible.
- May work under stressful circumstances at times.

Proficiency or Productivity Standards:

- Has regular, reliable, and predictable attendance and punctuality.
- Adheres to dress code including wearing ID badge.
- Adheres to Standards of Business Conduct.
- May be required to work weekdays and/or weekends, evenings and/or night shifts if needed to meet deadlines.
- May be required to work on religious and/or legal holidays on scheduled days/shifts.
- May be required to perform other duties as assigned by supervisor.
- This position will support cultural diversity by promoting and maintaining an inclusive work environment and culture that is respectful and accepting of diversity.

All job descriptions approvals and performance evaluations are conducted electronically. Under extenuating circumstances, paper templates can be requested from Human Resources or a member of leadership within the firm.