

JOB DESCRIPTION

Position Title: Senior Attorney

Job Code: 001

FLSA Status: Exempt

POSITION PURPOSE

The Senior Attorney represents the company in connection with all new and existing client cases and reviews/negotiates a variety of contracts, while providing support for the company’s complex joint ventures and assumes other duties as assigned. The position provides expert analysis and counsel on legal and policy issues, as needed, anticipates and guards against legal risks facing the firm, develops and recommends company policies and procedures 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. This position also serves as the single most authority in the firm and serves as the final decision maker for all business-related matters.

RESPONSIBILITIES AND TASKS

- Provides support for the firm’s complex business transactions, acquisitions, and joint venture transactions.
- Drafts, reviews and negotiates a variety of contracts and agreements.
- Provides expert analysis and counsel on legal and policy issues, as needed.
- Anticipates and guards against legal risks facing the firm.
- Develops and recommends new company policies and procedures designed to produce legal efficiencies.
- 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 and knowledge through coursework, periodicals and other sources.
- Completes special projects and other duties as needed to support and further the mission of the firm.
- Networks with co-workers and outside entities in order identify and share best practices.
- Develops strategies and aligns work in order to better achieve goals.

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 10+ years of relevant legal experience at a reputable law firm or in-house.
- Experience working with a variety of complex legal matters is preferred.

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.
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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.