



SUMMARY POSITION PROFILE/DESCRIPTION

DATE: February 20, 2017
TITLE: Counsel
DEPARTMENT: Legal Department, Labor & Employment
REPORTS TO: Senior Counsel, or above
DIRECT REPORTS: None
FLSA CLASSIFICATION: Exempt
SEND RESUMES TO: Jeff.crump@us-resources.com
LOCATION: Chicago, Illinois

GENERAL DUTIES

This position is within Re:Sources USA, the in-house shared services division of Publicis Groupe, one of the largest advertising agency holding companies in the world. This position performs basic, but critical legal work, and is responsible for providing legal advice and counsel to internal agencies in the employment area. This position plays a role in a variety of activities which may include advice and counsel on all aspects of employment law (Title VII, FMLA, ADA, etc.), contract drafting and negotiations, review of HR policies and procedures, investigating and responding to discrimination charges, oversight of internal investigations and litigation matters.

KEY DELIVERABLES

The Key Deliverables for this position include, but are not limited to the following:

- Ability to participate effectively and constructively as a member of a team
- Work independently and efficiently under time pressures and deadlines in a fast-paced, demanding environment
- Ability to counsel a variety of internal constituents with varying degrees of experience
- Ability to think and write critically
- Ability to determine appropriate allocation of limited resources among competing priorities

- **COMPETENCIES**

The Competencies for this position include, but are not limited to the following:

Core: Adaptability to change, customer focus, communication, analytical/problem solving, build relationships/teamwork.

EXPERIENCE AND EDUCATION

The Experience and Education qualifications for this position include, but are not limited to the following:

- JD from accredited law school.

- Current membership in good standing of state bar.
- Experience as attorney at a national or recognized regional law firm and/or experience as an in-house attorney in a large company with a global business.
- The position requires a minimum of 3-5 years of knowledge of all related laws and regulations within area of expertise.

PHYSICAL REQUIREMENTS

The Physical Requirements for this position include, but are not limited to the following:

- Use of computer, speaking on telephone.
- Writing.
- Occasional lifting of files or light boxes.

WORK CONDITIONS

The Work Conditions for this position include, but are not limited to the following:

- Some limited travel may be required.
- Weekend, evening work.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) currently in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship.

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