

## Staff Attorney (79332)- Northbrook, IL

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### Job Description

- Legal Advice and Counseling
  - Perform due diligence; gather all relevant facts and documents; collaborate with Law Clerks, Paralegals and/or other Attorneys in due diligence;
  - Research and determine applicable and pertinent laws, statutes, regulations, rules, and other legal authority; identify legal issues;
  - Monitor and review new laws, regulations, and case law; identify and summarize relevant issues; Collaborate with other areas of L&R department; Proactively provide advice and counsel to business unit on the impact of new laws on business;
  - Provide advice and/or legal approval related to company documents, policy, practices, and procedures;
  - Support Law & Regulation Department senior management on high level issues.
- Drafting and Negotiation
  - Draft, review and / or negotiate basic matters and agreements;
  - Draft and / or review routine correspondence and communications;
  - Review and revise business cases and supporting documentation.

#### Business Knowledge and Acumen

- Respond to customer inquiries;
  - Gather facts from business partners to understand goals and objectives they intend to achieve from intended action;
  - Work with business colleagues to develop and implement change;
  - Determine if/how business processes / practices need to be modified and work with business partners to implement change;
  - Determine extent of other AOR involvement; Inform other areas of responsibility that may be impacted; Elevate the issue if necessary;
  - Recommend and obtain appropriate approval for resolution, if warranted;
  - Collaborate and align regarding strategy determination, action planning, and communication with business partners, business units, and other areas of Law & Regulation, as appropriate.
- Project Management
    - Manage moderately-complex projects including development of meeting materials, and coordination with mid-level business management and occasional exposure/interaction with senior level business management;
    - Provide project management, coordination, and collaboration between legal teams within L&R and with business partners, as appropriate.
  - Management of Outside Counsel
    - Perform bill/file reviews and perform budget oversight;
    - Evaluate and recommend if outside counsel should be retained;
    - Retain, supervise, manage, and coordinate work with outside counsel, if applicable.
  - Interpersonal/Communication
    - Participate in meetings with Law & Regulation Department senior management;
    - Interact with mid-level business management, with occasional exposure to senior level business management;
    - Participate in relevant external industry groups.

### Job Qualifications

- Location: This position can be located in either Northbrook, IL OR Lincoln, Nebraska
- Skills/abilities/experiences in the following areas: legal knowledge, business knowledge, issue management, analytical skills, influencing others (inside and outside the company), coaching and development, self development, and productivity
- Possesses a juris doctorate and a license to practice law in Illinois (and/or other states as required);

- 3-5 years related experience typical;
- Computer skills, including MS Office suite, used in or related to the tasks performed;
- Exercises discretion and maintains confidentiality of sensitive information;
- Demonstrates ethics and integrity.

#### Management & Supervisory Skills

- Budget management skills;
- Strong project management skills and law firm/vendor management experience;
- Able to interact with all levels of personnel;
- Utilizes subject matter expertise to coach and guide less experienced team members.

Please apply via: <http://stagep.applytracking.com/WWb4U>

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