



Job Description

Job Title: Staff Attorney
Reports: Senior Staff Attorney
Department: Legal

FLSA Status: Exempt

Summary:

The staff attorney requires a high level of interaction with internal and external customers, vendors and strategic partners to provide timely updates and counsel on various legal and contractual issues. The Staff Attorney will also be required to research and answer a broad range of inquiries impacting the organization and its customers. This role reports to the Senior Staff Attorney and has no supervisory responsibilities.

Essential Duties and Responsibilities

- Researches, interprets and analyzes complex and conflicting laws and regulations, case law and legal principles for impact on Exchange operations
- Provides input into policy formation
- Negotiates and drafts contracts
- Conducts investigations and enforcement proceedings
- Prepares comprehensive reports for use in administrative and court proceedings
- Acts as hearing officer or represents company in formal administrative and public proceedings
- Monitors legislative proceedings if needed
- Prepares and maintains manuals; reviews legal and other related documents for legal sufficiency
- Performs related duties as required

Competencies: to perform the job successfully, an individual should demonstrate the following competencies:

- Analytical - Synthesizes complex or diverse information; Collects and researches data.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully.
- Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality.
- Oral Communication - Listens and gets clarification; Responds well to questions.
- Written Communication - Writes clearly and informatively; edits work for spelling and grammar; Varies writing style to meet needs; Able to read and interpret written information.
- Teamwork - Balances team and individual responsibilities; Contributes to building a positive team spirit.
- Professionalism - Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality.
- Attendance/Punctuality - Is consistently at work and on time.
- Dependability - Follows instructions, responds to management direction; Commits to additional work hours when necessary to reach goals.
- Initiative - Takes independent actions and calculated risks; Asks for and offers help when needed.

Qualifications: the requirements listed below are representative of the knowledge, skill, and/or ability required.

- Juris Doctor. Qualified candidates must be and remain licensed to practice law and in good standing in the state of employment. During employment, must meet requirements for continuing licensure for law practice

- 2+ years of experience in practice of law
- Contract, administrative or healthcare law preferred.
- Excellent research, writing, and communication skills
- Proven ability to thrive in a fast-paced collaborative environment.
- Experience using and proficiency with MS Office.

Physical Demands: the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, hear, use hands to type data, and utilize a phone or other electronic communication devices. This employee may occasionally have to operate business machines. Specific vision abilities required in this job include close vision and the ability to adjust focus.

Work Environment: this is an in office role in which the noise level in the work environment is usually low to moderate. Requires fast-paced deadlines and has a high stress level at times. Minimal to no travel.

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