

JOB OPENING (JOB CODE: HR001)

[JOB TITLE:] Corporate Attorney

[SALARY:] Negotiable

[CONTACT:] Human Resources Dept., 2701 S. Chase Avenue, Milwaukee, WI 53207

[LOCATION:] Milwaukee, Wisconsin

[STATUS:] Full Time

[TERM:] Regular

[CLOSING DATE:] Until Filled

[APPLICATION DEADLINE:] Until Filled

[NUMBER OF OPENINGS:] 1

[JOB TYPE:] Internal/External

[SUMMARY:]

Reporting directly to the President/CEO, the Corporate Attorney will provide legal research, advice and counsel to UMOS and its subsidiaries in areas of corporate governance; government relations; compliance with federal and state regulations; contract development, negotiations and compliance; legal analysis; development of internal policies and procedures; and legal representation. The Corporate Attorney will also be responsible for providing research, case analysis and guidance to the Human Resources Department.

[JOB DUTIES:]

- 1) Provide legal support to UMOS regarding compliance with Wisconsin and interstate incorporation statutes and federal administrative rules as required.
- 2) Review, draft, and revise as necessary, critical agency documents including (but not limited to) contracts, administrative policies, corporation bylaws, insurance documents, leases, etc.
- 3) Provide advice and render legal opinions to administrative staff and program management with respect to the legal implications of proposed actions, internal policies and relevant external influencing factors.
- 4) Work, as assigned, with representatives from various UMOS departments in developing practices and procedures to conform to regulatory, contractual and administrative requirements of funding sources.
- 5) Initiate and maintain applications and filing requirements for UMOS to operate as a foreign corporation in states it conducts business.
- 6) Provide research and guidance on non-profit tax law, insurance coverage and policies, and other related risk-management areas.
- 7) Represents UMOS in litigation either independently or as co-council.
- 8) Review and analyze legislation, administrative rules and appropriations to ensure agency compliance and/or future grant funding opportunities.
- 9) Represents UMOS individually, or with affiliate counsel in administrative and judicial proceedings.
- 10) Conducts internal legal investigations in conjunction with the Human Resources Department and/or designated Vice Presidents.
- 11) Coordinates with the Human Resources Department in researching, resolving and adjudicating staff employment law complaints.
- 12) Attend meetings, conferences & workshops as assigned, performs special projects and other related duties as assigned.

[QUALIFICATIONS:]

- 1) Juris Doctor degree and admission to the State Bar of Wisconsin are required.
- 2) Admission to practice in federal court (preferred).
- 3) 10 or more years as a practicing attorney.
- 4) 5 years' legal experience in non-profit sector preferred.
- 5) Knowledge of governmental programs; federal and state departments; administrative rules, regulations and procedures.
- 6) Knowledge of employment law including but not limited to EEO, FLSA, ADA.
- 7) Knowledge of federal, state and local administrative and political structures.

- 8) Knowledge of real estate and property laws, transactions and commercial business ventures.
- 9) Must have an exceedingly high level of advanced oral and written communication skills.
- 10) Must be able to travel and work irregular hours.
- 11) Access to reliable transportation; possesses valid driver's license and have adequate insurance.

[CONDITION OF EMPLOYMENT:]

Employment with UMOS is contingent upon successful completion of a criminal background check prior to employment.

[CLICK HERE TO APPLY FOR THIS JOB.](#)

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05/13/21