JOB OPENING (JOB CODE: HR001)

[JOB TITLE:] Deputy Corporate Attorney  
[JOB CODE:] HR001

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

[LOCATION:] Milwaukee, WI

[STATUS:] Full Time  
[TERM:] Regular

[CLOSING DATE:] Until filled  
[APPLICATION DEADLINE:] Until filled

(NUMBER OF OPENINGS:) 1  
[JOB TYPE:] Internal Only

[SUMMARY:] Under the direct supervision of the Corporate Attorney, the Deputy 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 negotiations, development and compliance; legal analysis; development of internal policies and procedures; and legal representation. The Deputy Corporate Attorney will also be responsible for providing research, case analysis and guidance to the Human Resources Department.

[JOB DUTIES:]
1) Assists Corporate Attorney in reviewing, drafting and revising contracts, documents, administrative policies and bylaws.
2) Provides legal support to UMOS regarding compliance with Wisconsin and interstate incorporation statutes and federal administrative rules as required.
3) Provides advice and renders legal opinions to administration and management with respect to the legal implications in establishing or amending internal company policies.
4) Works, as assigned, with representatives from various UMOS departments in developing practices and procedures to conform to regulatory, contractual and administrative requirements of government agencies and funding sources.
5) Initiates and maintains application and filing requirements for UMOS to operate as a foreign corporation in states it conducts business.
6) Provides research and guidance on non-profit tax law, insurance coverage and policies, and other related risk-management areas.
7) Under the direction and guidance of the Corporate Attorney, represents UMOS in litigation either independently or as co-counsel.
8) Reviews and analyzes legislation, administrative rules and appropriations, and assists the Corporate Attorney in representing the corporation in related forums.
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) Engages and participates in community-based advocacy, and outreach activities.
12) Coordinates with the Human Resources Department in researching, resolving and adjudicating staff employment law complaints.
13) Presents at and attends meeting conferences and workshops as assigned, performs special projects and other related duties as assigned.

[QUALIFICATIONS:]
1) Juris Doctor degree.
2) Admission to the State Bar of Wisconsin are required (or acquisition of said admission in a timely manner).
3) Admission to practice in federal court (preferred).
4) Three years’ experience in nonprofit corporate law (preferred).
5) Knowledge of governmental programs; federal and state administrative rules, regulations and procedures.
6) Working understanding of the financial aspects of government contracts, (specifically OMB Uniform Guidance 2CRF Part 200 and GAP) and their implications to non-profit organizations.

7) Knowledge of employment law including but not limited to EEOC, FSLA, ADA.

8) Knowledge of federal, state and local administrative and political structures.

9) Knowledge of real estate and property laws, transactions and commercial business ventures.

10) Must have an exceedingly high level of advanced oral and written communication skills.

11) Must be able to travel and work irregular hours.

12) Access to reliable transportation; possess valid driver’s license and have adequate insurance.

CLICK HERE TO APPLY FOR THIS JOB.

Equal Opportunity Affirmative Action Employer

07/08/21