

JOB OPENING (JOB CODE: HR001)

[JOB TITLE:] Deputy Corporate Attorney

[SALARY BASE:] \$87,235 - \$109,054/annual

[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, FLSA, 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.

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07/08/21