

## **JOB OPENING (JOB CODE: HR001)**

**[JOB TITLE:] Corporate Attorney**

**[SALARY RANGE:] 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 & policies, and other related risk-management areas.
- 7) Represent 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) Represent UMOS individually, or with affiliate counsel in administrative and judicial proceedings.
- 10) Conducts internal legal investigations in conjunction with the Human Resources Dept. and/or designated Vice Presidents.
- 11) Coordinate with the Human Resources Department in researching, resolving and adjudicating staff employment law complaints.
- 12) Attend meetings, 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) 8 or more years as a practicing attorney.
- 5) Five years' legal experience in non-profit sector preferred.
- 6) Knowledge of governmental programs; federal and state administrative rules, regulations and procedures.
- 7) Excellent working understanding of the financial aspects of government contracts, (specifically OMB Uniform Guidance 2CRF Part 200 and GAP) and their implications to nonprofit organizations.

- 8) Knowledge of employment law including but not limited to EEO, FSLA, ADA.
- 9) Knowledge of federal, state and local administrative and political structures.
- 10) Knowledge of real estate and property laws, transactions and commercial business ventures.
- 11) Must have an exceedingly high level of advanced oral and written communication skills.
- 12) Must be able to travel and work irregular hours.
- 13) Access to reliable transportation; possess 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.](#)**

*Equal Opportunity Affirmative Action Employer*

07/08/21  
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