JOB OPENING (JOB CODE: HR001)

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

[LOCATION:] Milwaukee, Wisconsin

[STATUS:] Full Time  
[CLOSING DATE:] Until Filled

[NUMBER OF OPENINGS:] 1

[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-counsel.
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

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