**Position Title:** Legal Counsel

**Reports To:** Assistant General Counsel

**FLSA Status:** Exempt

**Basic Functions:** Provides legal counsel to AMP and its affiliates on a broad spectrum of legal issues.

**Essential Functions**

1. Assist the Assistant General Counsel and other AMP attorneys with various legal matters concerning AMP and its affiliates.
2. Assume primary responsibility for drafting and negotiating form-based agreements including terms and conditions, member schedules, and non-disclosure agreements.
3. Communicate directly with AMP staff across multiple departments to advise on legal issues, contractual obligations, and discuss strategies to mitigate contractual risks.
4. Provide quality control support for contract administration by ensuring contracts are accurately recorded and tracked via AMP’s contract management software.
5. File corporate annual reports and maintain corresponding records.
6. Serves as facilitator and recording secretary for various AMP and affiliate meetings.
7. Other duties as assigned.

**Knowledge, Skills, & Qualifications:**

1. Admitted to practice law, and in good standing, in the State of Ohio.
2. One to three years of relevant experience in a law firm, governmental agency, or in-house legal department.
3. Experience and knowledge in one or more of the following areas of law:
   1. Commercial contracts and transactions
   2. Environmental Compliance
   3. Municipal
4. Exceptional written and verbal communication skills, with experience communicating legal principles to business teams and those with non-legal backgrounds.
5. Excellent problem-solving capabilities, organization, and interpersonal skills.
6. Ability to manage workloads, multiple demands, and shifting priorities.
7. Strong academic credentials.

1. Proficient in Word and Excel.

**Preferred/Valued but not required skills and experience:**

1. Licensed to practice law in any of the following states: Delaware, Indiana, Kentucky, Maryland, Michigan, Pennsylvania, Virginia, or West Virginia.