

Staff Attorney

Choctaw Nation of Oklahoma
Durant, Oklahoma

This position starts around \$52.00 an hour.

Job Purpose or Objective(s): Primarily responsible for negotiating, writing, reviewing, summarizing, researching, and executing a wide variety of agreements for business and internal support units. This will include service agreements, franchise agreements, organizational documents, marketing agreements, license agreements, real estate leases, confidentiality agreements, construction contracts, and other general business contracts. Manage an array of general contractual and legal matters. Offer sound legal advice and counsel to Senior Director of Legal and internal clients on strategies, actions, and decisions related to all such transactions and legal matters.

Primary Tasks:

1. Draft and negotiate agreements and contracts.
2. Research and offer counsel on a variety of unique legal issues impacting the Choctaw Nation and its business and service units.
3. Manage multiple projects and deadlines across a wide spectrum of legal areas/issues.
4. Advise executives within the Choctaw Nation's business and service units on contract status, legal risks, and business terms of various transactions.
5. Aid with potential joint ventures, strategic partnerships, transactions, and, mergers and acquisitions.
6. Keep abreast of legislative changes that may affect the Choctaw Nation and its business and service units.
7. Perform other duties as may be assigned

Required Education, Skills and Experience:

MINIMUM

- Juris Doctorate from an accredited law school
- Working knowledge of corporate, administrative, regulatory, contract, construction, and intellectual property law (among others) as would normally be acquired through successful experience in a similar position
- Excellent communication, negotiation, and writing skills
- Experience and knowledge in risk management and evaluation
- Tremendous insight on a wide range of legal topics
- Ability to manage multiple projects in a fast-paced environment with quick response time

- Professional demeanor and team player with high degree of confidentiality
- Strong attention to detail and process and ability to provide strategic direction and build consensus among many stakeholders
- Eligible for Admission to practice law in the state of Oklahoma on proof of practice elsewhere
- Five to seven (5-7) years' business/transactional attorney experience (in-house or corporate law firm experience preferred)

TARGET

- Juris Doctorate from an accredited law school
- Working knowledge of corporate, administrative, regulatory, contract, construction, and intellectual property law (among others) as would normally be acquired through successful experience in a similar position
- Excellent communication, negotiation, and writing skills
- Experience and knowledge in risk management and evaluation
- Tremendous insight on a wide range of legal topics
- Ability to manage multiple projects in a fast-paced environment with quick time response
- Professional demeanor and team players with high degree of confidentiality
- Strong attention to detail and process and ability to provide strategic direction and build consensus among stakeholders
- Admission to practice law in the state of Oklahoma
- Seven to ten (7-10) years' business/transactional attorney experience (in-house or corporate law firm experience preferred)