

## In-House Attorney (Contracting and Claims)

**Tracking Code** 1408

**Job Location** Boise, ID

**Salary** \$85,000-126,000 DOE (exempt)

**Application Deadline** 10/25/2010 (5:00 p.m. MST)

### Job Description

This position will be filled as Associate or Corporate Counsel. A Senior Counsel position **may** be considered depending on experience.

The predominant responsibilities of this position will include offering legal advice, counsel and support to business units regarding supply chain and contracting matters. In addition, this position will include offering legal advice, counsel and support to business units and the Legal Department regarding legal claims involving the Company arising from contract, tort or other legal obligations. These responsibilities will include: performance of complex legal tasks that require advanced legal knowledge of contract law and claims/litigation management; sound judgment; and strong analytical, research, writing and interpersonal skills. Position also requires support for process improvements and change management communications.

### Required Skills

- Expert grasp of contracting and litigation management issues
- Practical, business-focused approach
- Experience with broad array of contracting areas including procurement, insurance, information technology, engineering, construction, professional and basic services
- Experience with Government FAR Regulations
- Adept at drafting contract language to meet client needs
- Demonstrated ability to think critically about business issues, possess extensive experience in and knowledge of critical legal and business aspects of contracts and possess insight and judgment as a result
- Ability to manage dynamic workload with excellent client service
- Understand and advise on federal and state procurement and contracting laws and regulations and provide support to supply chain department
- Demonstrated ability to form positive relationships that ensure success, ability to work closely and flexibly with internal customers and to design and manage legal processes to minimize delays and satisfy the customer's business needs
- Proven record of process improvement
- Strong organizational skills and attention to detail
- Strong internal and external negotiation skills
- Ability to perform in a complex, heavily-regulated, cross-functional business environment
- Excellent work ethic
- Use of a consultive solution-oriented approach to solving problems, balancing risk and business requirements
- Excellent oral and written communication skills
- Strong interpersonal skills, including the ability to establish effective working relationships

### Required Experience

#### MINIMUM REQUIREMENTS

**Education:** Juris Doctorate degree from a nationally-accredited law school. **Experience:** At least three years of contracting and claims related experience. In depth and demonstrated knowledge of contract law and outstanding academic and work credentials are required. Varied commercial background with exposure to contract drafting, regulatory/administrative matters, privacy, materials, service contracts and litigation. Corporate Counsel requires five or more years of increased technical and business experience. **Licenses and Certifications:** Current membership in a state Bar.

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**PREFERRED REQUIREMENTS**

**Experience:** Prior in-house counsel, government contracting, regulated industry, utility, engineering and/or construction experience is preferred.

**Competencies**

Communication, Work Standards, Decision Making, Planning and Organizing, Initiating Action, Adaptability, Negotiation, Building Strategic Working Relationships, Continuous Learning, and Stress Tolerance.