



SOUND TRANSIT
Revision Date: Apr 9, 2010

LEGAL COUNSEL

Class Code:
50004

SALARY RANGE

DESCRIPTION:

Sound Transit seeks a creative attorney with five or more years of experience to join its nine-attorney legal department. Anticipated work will involve one or more of the following categories of legal work: real property acquisition/litigation, MTCA cost-recovery litigation, utility relocation coordination, land use/permitting, and other duties as may be needed. The position reports to the General Counsel, and the attorney must work collaboratively with other attorneys and provide legal support for project managers, agency officials, and the Sound Transit Board.

Qualifications: The position requires at least five years of relevant experience demonstrating superior intellectual ability, as well as the potential to master and eventually take over primary responsibility within the legal department for one or more of the designated categories of work. Ideal candidates will have experience with and an intellectual interest in at least one of the designated categories of work in the context of Sound Transit's planning, constructing, and operating high capacity transit systems. Other desirable experience includes complex contract negotiations (including with or for other governmental entities or utilities), litigation, and state and local tax.

The attorney filling the position should be an exceptional writer who approaches work and life with alacrity and good humor. The position requires membership in good standing with the Washington State Bar.

Interested parties may send cover letter, resume, and writing sample to rubyfowler@soundtransit.org by January 27, 2012.

EXAMPLES OF DUTIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provides legal support to assigned area of responsibility; prepares or reviews complex agreements and legal documents; provides legal review and research concerning a variety of business related topics in area of assignment; develops strategies, and negotiates documents as required; provides legal advice on issues including contract compliance, Title VI compliance, and public disclosure.
- Prepares, reviews, and examines a variety of Agency agreements including interlocal and intergovernmental, and other complex legal documents; assists in the negotiation of agreements as necessary; reviews Board reports, motions and resolutions; prepares, drafts, and/or revises a variety of legal correspondence including letters, memos, briefs, opinions, and other legal documents.
- Provides advice and counsel to Agency departments and divisions on a variety of legal matters including the legal implications of any action, inaction, or decision; provides advice on various real estate and property matters in area of assignment, including reviewing and drafting various real property agreements and reviewing Washington State Department of Transportation leases; attends mediations and negotiates condemnation settlements; advises and represents the

Agency in relocation appeals.

- Manages various Agency litigation in area of assignment; oversees assigned outside legal counsel and represents the Agency in mediations and at trial.
- Perform legal research and provides legal opinions for special projects as assigned; reviews new and existing statutes and regulations that may affect the Agency; advises staff on the impact of new or existing legislation.
- Assists in policy and legislative development; researches, reviews, and prepares resolutions, motions, drafts policies, and other legislation; and provides recommendations to management staff as necessary.
- Provides support to the General Counsel as directed; serves as staff on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence; attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields related to area of assignment; incorporates new developments as appropriate; ensures processes, policies and practices are interpreted and applied consistently and effectively; ensures accountability and compliance with all current and applicable state and federal laws, Agency policies and procedures, rules and regulations.

TYPICAL QUALIFICATIONS:

Education and Experience:

Juris Doctorate Degree and five years of legal experience with direct client counseling in an in-house legal practice that includes providing legal advice and counsel, litigation management, legal research and opinions on policy matters, preferably in a public/municipal environment; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

Washington State Bar License.

Required Knowledge of:

- Operations, services, and activities of a legal services program.
- Legal principles, practices, practices, and procedures of environmental, constitutional, and administrative law.
- Pertinent federal, state, and local laws, codes, and regulations.
- Advanced principles and practices of program development and administration.
- Methods and techniques used in the performance of legal duties and responsibilities.
- Methods and techniques of legal research.
- Judicial procedures and rules of evidence.
- Legal precedents and court decisions impacting litigation.
- Appellate practices.
- State and federal court rules, regulations, policies and procedures.
- Principles of business letter writing and basic report preparation.
- Basic project management techniques.
- English usage, spelling, grammar, and punctuation.
- Modern office procedures, methods, and equipment including computers and computer applications such as word processing, spreadsheets, and statistical databases.
- Principles of customer service.

Required Skill in:

- Utilizing personal computer software programs affecting assigned work and in compiling and

preparing spreadsheets and reports.

- Establishing and maintaining effective working relationships with other department staff, management, vendors, outside agencies, community groups and the general public.
- Interpreting and administering policies and procedures sufficient to administer, discuss, resolve, and explain them to staff and other constituencies.
- Public speaking and in developing and delivering presentations and presenting ideas and concepts orally and in writing.
- Defining legal issues, collecting and analyzing information, and recommending action.
- Interpreting and making decisions in accordance with laws, regulations, and policies.
- Preparing a variety of clear and concise legal documents including letters, memos, briefs, opinions, and other legal documents.
- Pursuing a legal approach that responsibly evaluates and balances legal risks with project demands.
- Conducting research on legal problems and preparing sound legal opinion.
- Negotiating with other parties.
- Balancing project needs with legal requirements and mediating competing interests among departments.
- Demonstrating effective diplomacy on legal issues and matters.
- Managing projects and making decisions in fast-paced, difficult environments.
- Preparing and analyzing complex data and comprehensive reports.
- Maintaining confidentiality and communicating with tact and diplomacy.
- Responding to inquiries and in effective oral and written communication.
- Applying project management techniques and principles.
- Working cooperatively with other departments, Agency officials, and outside agencies.

SUPPLEMENTAL INFORMATION:

Physical Demands / Work Environment:

- Work is performed in a standard office environment.
- Subject to standing, walking, bending, reaching, stooping, and lifting of objects up to 25 pounds.

The Agency promotes a safe and healthy work environment and provides appropriate safety and equipment training for all personnel as required.

It is the responsibility of all employees to follow the Agency safety rules, regulations, and procedures pertaining to their assigned duties and responsibilities, which could include systems, operations, and/or other employees.