



## **JOB DESCRIPTION**

**Job Title:** Transactional Attorney **FLSA:** Exempt

**Reports to:** Partner in Charge -Transactional

**Summary:** This attorney performs a variety of transactional matters for homeowner association clients and maintains considerable contact with clients. Ideal candidate will split time between Firm's Loveland and Lakewood offices.

### **Essential Responsibilities:**

- Reviews and analyzes association governing documents, statutes and case law, contracts, insurance policies, real estate documents and maps in order to advise, counsel and provide legal representation to clients.
- Drafts documents to provide legal representation to clients, including contracts, opinion letters, governing documents, rules, easement contracts, and licenses.
- Performs legal research using available resources, libraries and data systems.
- Formulates and issues well-founded written and verbal opinions to clients.
- Effectively conducts negotiations to resolve matters on behalf of clients.
- Advises and communicates regularly with clients in person, via phone, e-mail and written correspondence regarding the status of their matter.
- Attend board and annual meetings when appropriate, often during evening hours.
- Participate in firm marketing initiatives and business development efforts, including but not limited to participation in educational programs provided by the firm to clients and management companies.

### **Qualifications and Skills:**

- License to practice law in Colorado.
- Knowledge of Northern Colorado, familiarity with communities in that region including, but not limited to, community associations.
- Approximately 4-6 years of progressively more responsible transactional experience in the following areas: real estate, non-profit, corporate governance, contract review, fair housing, employment law and torts.
- Analytical skills necessary to conduct complex/detailed analysis of legal matters.
- Interpersonal skills necessary to communicate with a diverse group of clients, attorneys, and staff and provide information with ordinary courtesy and tact.
- Excellent interpersonal skills necessary in order to effectively communicate in person, in writing, by e-mail and telephone with Association managers and board members who have little or no legal training or knowledge.
- Strong computer skills including: Outlook, Word, Excel and legal research software. Experience in case management and billing software a plus.
- Ability to multi-task and ability to capture time.

### **ADA:**

- Must be able to sit for long periods of time.
- Must be able to focus on computer screen for multiple hours at a time.
- Must be able to lift in excess of ten pounds.