



JOB DESCRIPTION

Job Title: Employment & HOA Associate Attorney **FLSA:** Exempt

Reports to: Transactional Department Head

Summary: This attorney performs a variety of transactional matters for homeowner association clients, often with a specific focus on counseling community associations on employment matters.

Essential Responsibilities:

- Draft, review, analyze, opine, and/or edit employee handbooks, employment policies, and other employment documents for community associations. Formulate and issue well-founded written and verbal opinions.
- Stay updated/informed regarding changes and potential changes in employment law at the federal and state level, best practices for employers, and proactively communicate and advise internal/external regarding potentially impact to community associations who are employers.
- Work directly with firm's Chief Operating Officer and other members of the firm's leadership when employment law issues arise – may be asked to draft, review, analyze, and/or opine on the firm's employee handbooks, employment policies, and other employment documents.
- Participate in marketing initiatives and business development efforts as it relates to services we provide or may want to provide in the area of employment law, including participation in educational programs provided by the firm to clients and managers.
- Review/analyze governing documents, statutes/case law, contracts, insurance policies, and real estate documents to advise, counsel and provide legal representation.
- Draft documents to provide legal representation to clients, including contracts, opinion letters, governing documents, rules, easement contracts, and licenses.
- Perform legal research using available resources, libraries and data systems.
- Effectively conduct negotiations to resolve matters on behalf of clients.
- Attend board and annual meetings when appropriate, often during evening hours.
- Advise and communicate regularly with clients in person, via phone, e-mail and written correspondence regarding status of matters.
- Consistent and on-time attendance is required.

Qualifications and Skills:

- License to practice law in Colorado with approximately 4-6 years of progressively more responsible transactional experience in the following areas: employment law specific to employer representation, real estate, non-profit, corporate governance, contract review, fair housing, and torts.
- A portable book of business which would complement our Firm's current legal practice.
- 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 to effectively communicate in person, in writing, by e-mail and phone with managers/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.
- English Proficiency – speaking, reading, and writing.

ADA:

- Must be able to remain in a stationary position 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.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

BENEFITS:

Benefits are provided to full-time employees as more fully described in summary plan descriptions for our various benefit plans. For more information or to obtain current summary plan descriptions, contact the Chief Operating Officer. The Firm reserves the right to modify or eliminate benefits at its discretion, with or without notice. Benefits currently offered include, but are not limited to:

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|-----------------------------------|-------------------------------------|
| ▪ Medical insurance | ▪ Long-term disability insurance |
| ▪ Health Savings Account | ▪ Life insurance |
| ▪ Dental insurance | ▪ AD&D insurance |
| ▪ Vision insurance | ▪ 401(k) with employer contribution |
| ▪ Short-term disability insurance | ▪ Profit-sharing plan |

SALARY RANGE:

Employee salaries are reviewed annually by Management. Salary adjustments are effective January of each year or at other such time as determined by the Firm. Employees are eligible for meritorious bonus consideration which timing and amounts are at the discretion of Management. This is an exempt, salaried position with a base compensation range of \$70,000-\$140,000 per annum.