



## **JOB DESCRIPTION**

**Job Title:** Transactional Associate Attorney

**FLSA:** Exempt

**Reports to:** Transactional Department Head

**Summary:** This attorney performs a variety of transactional matters for homeowner association clients and maintains considerable contact with clients.

### **Essential Responsibilities:**

- Reviews/analyzes association governing documents, statutes/case law, contracts, insurance policies, and real estate documents 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 marketing initiatives and business development efforts, including participation in educational programs provided by the firm to clients and management companies.
- Consistent and on-time attendance is required.

### **Qualifications and Skills:**

- License to practice law in Colorado with approximately 3-7 years of progressively more responsible litigation and/or 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 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:

- Medical insurance
- Health Savings Account
- Dental insurance
- Vision insurance
- Short-term disability insurance
- Long-term disability insurance
- Life insurance
- AD&D insurance
- 401(k) with employer contribution
- 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.