



POSITION DESCRIPTION

POSITION: MCIT Staff Counsel

REPORTS TO: MCIT Executive Director

STATUS: Full Time, Exempt

BASIC FUNCTIONS/PURPOSE

Under direction of the executive director, staff counsel is responsible for assigned activities related to Minnesota Counties Intergovernmental Trust, a public sector joint risk sharing pool for Minnesota counties and other governmental entities. The incumbent must exercise discretion, judgment and initiative consistent with objectives and priorities within established legal parameters for an entry-level attorney. Work includes legal research and analysis, education and training.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties and responsibilities are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Serve as a legal resource for MCIT staff
- Provide risk management advice to members as needed
- Serve as a technical resource to conduct or facilitate research activities
- Provide written articles and resources for MCIT publications
- Participate in risk management and loss control meetings as a resource, speaker or discussion leader
- Research and develop an understanding of Minnesota Government Data Practices Act and records retention requirements for local entities and the organization
- Develop, deliver and coordinate training sessions to audiences of various sizes as needed; and work with outside agencies/organizations and speakers to develop co-sponsored training
- Serve on selected committees or work groups, as assigned, and develop work plans, agendas, supporting material and associated products as needed
- Monitor and research proposed legislation pertinent to MCIT
- Conduct legal research on claims, risk management, loss control and other issues; and provide written and oral reports as needed
- Review and draft routine contracts and agreements consistent with MCIT contract guidelines
- All other duties as assigned

MINIMUM TRAINING AND EXPERIENCE TO PERFORM THE ESSENTIAL JOB FUNCTIONS

Required:

- Law degree
- Licensed as an attorney and authorized to practice law in the State of Minnesota
- Minimum of three years of experience in law, government, service organizations or the insurance industry
- Must possess and maintain a valid motor vehicle driver's license and have access to a reliable vehicle for work travel

Preferred:

- Experience working as legal counsel for or with federal, state or local government
- Familiarity with the principles of Minnesota municipal law, federal civil rights law, employment-related laws and/or Minnesota workers' compensation law
- Experience with public speaking, developing presentations and conducting trainings

Desired:

- Experience working as legal counsel for or with county government or a government joint risk sharing pool

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- Ability to review and analyze information to deliver risk management advice to MCIT and members
- Ability to advise and interpret how to apply legal theories, policies, procedures and standards to specific situations
- Ability to communicate effectively orally and in writing
- Ability to organize and manage personal workflow
- Ability to work under pressure with multiple deadlines
- Ability to meet deadlines while ensuring accuracy and timeliness of assigned projects
- Ability to deal with others professionally with tact and courtesy
- Ability to maintain a professional presence
- Ability to work independently and as part of a team
- Ability to operate a computer in a Microsoft Office applications environment- routinely
- Ability to ride in a vehicle frequently
- Ability to travel in the State of Minnesota frequently
- Ability to travel with overnight stays occasionally

In compliance with the Americans with Disabilities Act, the Minnesota Counties Intergovernmental Trust will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.