

## Senior Associate Counsel - General and Commercial Law

Job ID: 88180

Location: Manhattan - Midtown

Metro-North Railroad has the right to remove this posting prior to the deadline application.

Compensation: Grade H \$87,244.75 - \$109,055.94

MTA Metro-North Railroad is a dynamic organization, operating out of the jewel of New York City, Grand Central Terminal. We provide service to over 82 million customers annually, traveling in and out of New York and Connecticut. A subsidiary of the Metropolitan Transportation Authority, Metro-North Railroad is the busiest commuter railroad in the nation. MTA Metro-North Railroad strives to provide a safe commute, great service to its customers and rewarding opportunities to its employees.

### Position Objective

Draft, negotiate and review contracts, memoranda of understanding and various agreements; handle legal matters for large multi-agency/multi-state projects; provide legal advice and counsel in a wide array of commercial and general law areas related to the operations of Metro-North Railroad, including procurement, construction, real estate and regulatory matters.

### Responsibilities

Draft, review and negotiate contracts, licenses, change orders, bids/RFPs and memoranda of understanding.

Handle legal matters for projects involving multiple MNR departments, outside parties, MTA agencies and/or other railroads, including all real estate and governmental approval aspects of transactions.

Provide guidance on regulatory matters, including handling and negotiating alleged state and federal violations.

Provide legal advice, guidance and support for federal and state public agency procurement process. Handle and resolve vendor responsibility matters.

Draft, review and analyze legislation and regulations.

Provide legal guidance to agency management and staff in all departments.

Supervise interns, law fellows, support staff and/or junior attorneys (at General Counsel's direction).

Assist Deputy General Counsel in interfacing with Executive and Senior Staff and in the overall management of the area.

### Required Qualifications

Demonstrated skills in drafting, reviewing and negotiating commercial contracts. Excellent verbal and written communication skills.

Strong research, writing and analytical skills, including command of computer-based research tools, e.g., Westlaw, LexisNexis®.

Effective negotiation and conflict resolution skills. Strong interpersonal skills.

Ability to function independently, conform to specific time limitations and deadlines, prioritize and manage varied workload.

Working knowledge of Microsoft Office Suite or comparable applications.

### Required Education/Experience

Licensed to Practice Law in New York State.

Admission to the New York bar and "good-standing" status. Juris Doctorate from an accredited law school.

Minimum six (6) years relevant legal experience, with specific experience handling transactional matters and drafting contracts.

### Preferred Education/Experience

Experience with government procurement.

Experience with construction and real estate matters. Experience with public transportation law and agencies.

Admission to the Connecticut bar and "good standing" status.

**Selection Criteria**

To be selected for a position, an applicant must: (1) meet the minimum requirements in the job posting, (2) pass a written examination (if applicable), (3) satisfy a background investigation (which includes credit, if applicable), and (4) pass an oral interview, during which the interviewers will further evaluate the applicant's qualifications for the position. Because the selection process is competitive, not all qualified applicants are granted an interview. Metro-North may also require the applicant to undergo a physical ability test, and, if the Company extends a conditional offer, may require him or her to undergo a medical examination, which may include toxicological testing.

For applicants who are current employees, you must be in active service and have worked in your present position for at least one (1) year to be eligible to apply for a posted position, and have completed the agreed upon formal training commitment, plus on-the-job training, if applicable (for example: Signal Trainee, Foreman- In-Training, etc.) in order to be eligible to transfer. If you are transferred, you may be required to forfeit your seniority in your present occupation. In addition, Metro-North employees are subjected to an internal investigation, which includes an evaluation of their safety and discipline records and their performance assessments.

As an employee of Metro-North Railroad you may be required to complete a New York State financial disclosure statement, if you earn more than \$91,821.00 or if you hold a position designated as a policy maker.

We offer a competitive salary and a comprehensive benefits package.

**If interested, please** visit <http://web.mta.info/mta/employment/> and Search for **Senior Associate Counsel - General and Commercial Law** under Metro-North Railroad.

MTA Metro-North Railroad is an Equal Opportunity Employer.