

**Sound Transit**  
**LEGAL COUNSEL I**  
**Job #18-01260**

**SALARY: \$94,482.00 - \$118,103.00 Annually**

**OPENING DATE: 01/10/18**

**CLOSING DATE: 01/31/18, 5:00 PM**

**GENERAL PURPOSE:**

Performs legal research and analysis to support legal department advising on a variety of legal matters including contract negotiations, property acquisition, property management and development, land use, and municipal law matters; prepares, reviews, and examines legal documents; assists in representing Agency in litigation.

The Legal Counsel I classification is considered non-managerial professional, fully functional in all aspects of an industry/technical field. Positions at this level serve as a technical resource assisting in providing technical support and analysis to multiple functional areas. A Legal Counsel I works on moderately complex projects where analysis of situations or data requires an evaluation of variables using technical concepts competently and effectively.

**\*\*THIS JOB POSTING MAY BE USED TO FILL MULTIPLE POSITIONS**

**ESSENTIAL FUNCTIONS:**

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Perform legal research and analysis in support of legal department advice and counsel to the Agency on a variety of legal matters including contract negotiations, property acquisition, property management and development, land use, and municipal law matters.
- Prepare, review, and examine contracts, agreements and other legal documents for the Agency; assist in the negotiation of contracts and agreements as necessary.
- Prepare, draft, and/or revise a variety of legal correspondence including letters, memos, briefs, opinions, and other legal documents.
- Assist in representing the Agency in assigned litigation.
- Perform legal research and provide legal opinions for special projects for the General Counsel Division as assigned.
- Assist in legislative and policy development for the Agency including researching, reviewing, and preparing resolutions, motions, policies, and other legislation; provides recommendations to management staff as necessary.
- Review new and existing statutes and regulations that may affect the Agency; advise on the impact of new or existing legislation.
- Respond to citizen inquiries regarding all types of legal issues including those concerning Agency operations.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law.
- It is the responsibility of all employees to follow the Agency safety rules, regulations, and procedures pertaining to their assigned duties and responsibilities, which could include systems, operations, and/or other employees.
- It is the responsibility of all employees to integrate sustainability into everyday business practices.
- Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

Graduation from a law school accredited by the American Bar Association with a Juris Doctorate degree.

Three years of increasingly responsible experience in the practice of law.

**Required Licenses or Certifications:**

Member of the Washington Bar Association or other state Bar Association with expectation of obtaining Washington Bar Association License.

**Required Knowledge of:**

- Operations, services and activities of a legal services program.
- Legal principles, practices, and procedures of municipal, constitutional, contract, and administrative law.
- Methods and techniques of negotiating legal issues, contracts, and agreements.
- General and public contract law.
- Methods and techniques of legal research.
- Legal principles and developments.
- Judicial procedures and rules of evidence.
- Legal precedents and court decisions impacting litigation.
- State and federal court rules, regulations, policies and procedures.
- Modern office procedures, methods, and equipment including computers.
- Computer applications such as word processing, spreadsheets, and statistical databases.
- Pertinent federal, state, and local laws, codes, and regulations.

**Required Skill in:**

- Defining legal issues, collecting and analyzing information, and recommending action.
- Properly interpreting and analyzing laws, regulations, and policies.
- Preparing a variety of clear and concise legal documents including contracts, agreements, letters, memos, briefs, opinions, and other legal documents.
- Conducting research on legal problems and preparing sound legal opinion.
- Negotiating with other parties.
- Analyzing and synthesizing information in a concise manner, developing and making recommendations on strategies, and communicating recommendation to appropriate individuals within and outside the agency.
- Managing multiple projects concurrently.
- Managing multiple tasks, set objectives/goals, and re-prioritize as needed.
- Operating office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Applying principles and practices of technical area of expertise.
- Applying strong interpersonal techniques and demonstrating a consistent commitment and ability to work with diverse work groups and individuals.
- Demonstrating a positive customer service orientation with both internal and external clients.
- Applying appropriate oral and written communication techniques to various individuals ranging from Agency employees, the general public, elected officials, community leaders, and local, state, and federal agencies.

**PHYSICAL DEMANDS/WORK ENVIRONMENT:**

- Work is performed in a standard office environment.
- Subject to standing, walking, bending, reaching, stooping, and lifting of objects up to 25 pounds; may occasionally be exposed to dangerous machinery, extreme weather conditions, potential physical harm, and extreme noise when working at events and when working in the field.

The Agency promotes a safe and healthy work environment and provides appropriate safety and equipment training for all personnel as required.

It is the responsibility of all employees to follow the Agency safety rules, regulations, and procedures pertaining to their assigned duties and responsibilities, which could include systems, operations, and/or other employees.

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We are an Equal Opportunity Employer and value workplace diversity. We seek to create an environment and culture that embraces the

differences of our employees. You will find an exceptionally diverse group of people at Sound Transit with regard to culture, beliefs, communication styles, and life and work experiences.

All qualified applicants are considered in accordance with applicable laws prohibiting discrimination on the basis of race, religion, color, gender, age, national origin, sexual orientation, physical or mental disability, marital status or veteran status or any another

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