

## LEGAL COUNSEL



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**Reports to:** Director of Administration  
**Department:** Administration

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### **JOB SUMMARY:** (What is done and why.)

Responsible for providing legal analysis, counsel and representation to Vermont Energy Investment Corporation (VEIC) on legal and regulatory policy issues to minimize risk to the organization. Anticipate and guard against legal risks facing the company. Develop and recommend company policy and positions on legal issues.

### **ESSENTIAL FUNCTIONS:** (Majority of duties, but not meant to be all-inclusive nor prevent other duties from being assigned as necessary.)

1. Ensure VEIC compliance with all applicable federal, state, and local laws by:
  - a. Remaining informed of relevant legal developments in each of the jurisdictions in which VEIC does business,
  - b. Informing the staff and Executive Director of changes in law affecting VEIC,
  - c. Developing and maintaining appropriate policies and procedures to comply with legal requirements.
2. Manage contractual functions in support of VEIC programs by:
  - a. Preparing and reviewing various legal documents such as contracts, licenses, leases, sales, purchases, real estate, etc. to minimize risk and ensure VEIC's best interests are covered
  - b. Participate in the negotiation and execution of major contracts, and
  - c. Maintaining records of all VEIC contracts
  - d. Developing policies and procedures to ensure compliance with contract terms.
3. Manage personnel-related legal functions, including:
  - a. Drafting employment related agreements,
  - b. Drafting, interpreting and ensuring compliance with conflict of interest and confidentiality agreements, and
  - c. Drafting and reviewing personnel policies to ensure compliance with applicable legal requirements.
4. Manage intellectual property legal functions, including:
  - a. Identifying opportunities that require intellectual property protection
  - b. Applying for registration or copyrights of the products, devices, processes, and trademarks of the organization
  - c. Working with others across the organization to ensure VEIC's intellectual property is adequately identified and protected
5. Support VEIC's regulatory and policy interests by:
  - a. Reviewing and supporting development of VEIC regulatory filings
  - b. Participating as needed in regulatory proceedings
  - c. Reviewing regulatory filings or legislative proposals that may impact VEIC interests or programs

- d. Ensuring VEIC compliance with all formal requirements of regulatory processes and procedures
- e. Participating as needed in development of VEIC regulatory strategy
- 6. Represent VEIC, and its officials and employees in legal proceedings arising from work performed or actions taken by VEIC.
- 7. Advise the Executive Director on the necessity for use of outside counsel and manage services provided by outside counsel.
- 8. Advise and assist the Board of Directors on relevant legal matters, including providing legal interpretations and drafting board resolutions.
- 9. Analyze and interpret legal documents.
- 10. Write and review written policies, memorandum, reports, correspondence and other documentation.
- 11. Provide support to the activities of VEIC as necessary to accomplish organizational goals and objectives.

**KNOWLEDGE AND EXPERIENCE:** (Minimum education, experience, technical and communication skill levels and licenses/certificates normally required to perform the duties of this position.)

- 1. Strong personal commitment to the mission, vision, goals and values of VEIC.
- 2. Juris Doctorate from an accredited law school
- 3. At least five years of corporate law experience, or a combination of education and experience from which comparable knowledge and skills are acquired. Experience in a public utility regulatory environment strongly preferred.
- 4. Strong knowledge of federal, state and local laws (all states and localities where we do business, including but not limited to Vermont, Washington D.C., Ohio, New Jersey)
- 5. Excellent analytical and abstract reasoning skills
- 6. Excellent organization & decision making skills
- 7. Demonstrated ability to be organized, detail-oriented, accurate, and able to handle multiple tasks and competing priorities
- 8. Ability to analyze case law and provide recommendations
- 9. Strong legal writing and research skills
- 10. Skilled at developing effective relationships, collaborating and creating innovative solutions
- 11. Successful dispute resolution and negotiation experience
- 12. Excellent written and verbal communication skills
- 13. Demonstrated investigative skills
- 14. MS Office software proficiency

**WORKING CONDITIONS:** (Typical working conditions associated with this type of work and environmental hazards, if any, that may be encountered in performing the duties of this position.)

**Internal-** Work is normally performed in climate controlled office environment, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of job duties.

**External-** Limited travel in Vermont and to other states may be required.

**PHYSICAL DEMANDS:** (The physical effort generally associated with this position.)

Most duties are performed from a seated position, although work involves standing and walking for brief periods of time. There is potential for eyestrain from reading detailed materials and computer screen. Deadlines, workloads during peak periods and changing priorities may cause increased stress levels. Work normally requires finger dexterity and eye-hand coordination to operate computer keyboards at a moderate skill level. Repetitive motion injuries may occur. Company will provide adaptive devices as needed.