

## **Staff Attorney - Job Standards**

Job Standards include: (Note: this is a representative list only - complete list provided with purchase)

### KNOWLEDGE OF WORK:

- Has complete and thorough understanding of organization philosophy, mission statement and goals
- Knows corporate law in general: In specifics, knows organization laws, regulations, and ancillary laws and compliance legislation and regulation affecting organization operations
- Knows legal procedures and processes, and how to effectively implement them
- Knows how to utilize the services of external legal counsel in legal matters
- Has general knowledge in all departments, products and services of the organization

### QUALITY OF WORK:

- Researches, documents, and correctly interprets legal situations and advises management about options and alternatives towards reaching an appropriate resolve thereof
- Maintains a current knowledge of legal precedents, changes in regulation, and legislation regarding legal matters pertaining to financial institutions, banking, and financial industry
- Produces legal forms, documents, and processes that serve to protect the organization's interest in contracts and agreements relating to its business

### QUANTITY OF WORK:

- Undertakes and completes tasks within required time frames and schedules
- Reviews legal documents, law reviews, and other research materials and releases and interprets what implications, if any, such matters may have on the organization's operation
- Attends meetings, conferences, and strategy sessions to advise management and the board of directors on legal implications of anticipated, known, or pending legal matters
- Writes compliance manuals, policies, and procedures relating to personnel issues, lending issues, risk management issues, and other legal issues involving the operation of the organization

### INITIATIVE/MOTIVATION:

- Understands how critically important the legal department is to the organization; however, ensures that every issues is not interpreted as a legal issue, that becomes a deterrent to sound customer service and internal operational efficiency
- Attends management meetings and board meetings and advances recommendations for reducing legal risk and protecting the interests of the organization
- Studies forms and documents and recommends upgrades/changes
- Answers internal information requests and returns all phone calls in a timely manner