



JOB TITLE:	Staff Attorney
REPORTS TO:	General Counsel
DIRECT REPORTS:	None
OVERVIEW:	The Staff Attorney functions in a fast-paced environment, often providing guidance and assistance to the sales and operations teams as well as all levels of personnel. The ideal candidate is a team player, able to complete the following essential functions of the position.
RESPONSIBILITIES/DUTIES:	<ul style="list-style-type: none">- Provide legal research, advice and other legal assistance as directed by General Counsel.- Assist General Counsel with employment law, client agreements and claims and general legal matters.- Coordinate with outside counsel litigation.- Draft, review and negotiate transaction agreements including NDA's, vendor, customer and agency agreements.- Manage customer master agreements.- Anticipate and mitigate potential legal issues concerning the company- Respond to inquiries from customers, agents and the business community.
REQUIRED SKILLS:	<ul style="list-style-type: none">- Must have excellent written (including drafting), oral communication and negotiation skills.- Ability to manage and prioritize workload and multiple different assignments from different business units.- Desire and ability to work in a collaborative and cohesive team and environment.
EDUCATION AND EXPERIENCE	<ul style="list-style-type: none">- Juris Doctor degree with strong academic credentials from an accredited law school.- Admitted to practice law in the state of New York.- 0 - 2 years of experience in the practice of law, specifically drafting and negotiating contracts.