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| Department: Legal | Location: Lakeland |
| Reports To: Senior Vice President, Chief Financial Officer | FLSA: Exempt |
| Supervises: No supervisory responsibilities | Revised: April 2021 |

JOB SUMMARY:

The Legal Counsel advises, consults, oversees trial work, and carries out the legal processes necessary to affect the rights, privileges, and obligations of the organization.

ESSENTIAL FUNCTIONS:

- Studies Constitution, statutes, decisions, and ordinances of quasi-judicial bodies.
- Researches and gathers evidence and information for management decision making.
- Prepares and reviews various legal instruments and documents, such as contracts, leases, and licenses.
- Examines legal data to determine with the assistance of outside counsel, the advisability of defending or prosecuting lawsuit.
- Examines material, such as advertisements, publications, etc., for legal implications, advises officials of proposed legislation or regulatory rulemaking that might affect the organization.
- Oversees intellectual property portfolio with the assistance of outside counsel.
- Conducts and coordinates pretrial preparations and oversees the defense of the organization in lawsuits.
- Advises officials on tax matters, government regulations, and/or legal rights.
- Represents the company before quasi-judicial or administrative agencies of the government.
- Interprets laws, rulings, and regulations for individuals and businesses.
- Advises concerning transactions of business involving internal affairs, stockholders, directors, officers, and corporate relations with general public.
- Acts as agent of the organization in various transactions.
- Confers with colleagues with specialty in areas of law to establish and verify basis for legal positions.
- Prepares business contracts, pay taxes, settle labor disputes, and administer other legal matters.

EDUCATION:

- Requires completion of law school with an LLB degree or JD degree and admission to the bar.

WORK EXPERIENCE:

- 8 – 10 years of legal experience

LICENSES AND CERTIFICATIONS:

- Structured mindset, highly organized, great attention to detail, self-starter, and passionate about building and scaling a business
- Strong critical thinking and communication skills is a must
- Ability to develop legal strategy and objectives
- Ability to predict and prevent legal issues and risks
- Strong moral and ethical principles



DIRECTOR, LEGAL & GOVERNMENT AFFAIRS

- Excellent judgement and analytical skills

PHYSICAL REQUIREMENTS:

- The use of a computer and phone – Must be able to see, type, write, finger, grasp, and sit; must be able to use a mobile phone.
- Communicating with internal and external customers – must be able to talk, hear, see, and comprehend.
- Mobility of arms – Must be able to reach and use arms to manipulate small objects.
- Mobility inside the office to access filing cabinets, office machines, and supplies – must be able to move about the office space, stand for extended period of time, reach, bend, and occasionally lift up to 30 pounds.

WORKING CONDITIONS:

- Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Work is routinely performed in office environment.
- Noise levels are typically minimal.

PERSONAL PROTECTIVE EQUIPMENT:

- None

The statements herein are intended to describe the general nature and levels of work performed by employees, but are not a complete list of responsibilities, duties, and skills required of personnel so classified.

Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Harrell's LLC is an Equal Opportunity/Affirmative Action Employer – Protected Veterans/Disabled.

This company will provide Equal Opportunity to all individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, GINA, and age.

Employee Signature

Date

Manager of Corporate Compliance & Government Affairs

An Equal Opportunity Employer