



## Peninsula Housing Authority Posting of Available Job

<b>Position:</b>	<b>In House Legal Counsel</b>	<b>Date of Posting</b>	<b>September 27, 2017</b>
<b>Salary Range:</b>	<b>\$23,600-\$28,755</b>	<b>Status</b>	<b>Exempt</b>
<b>This is a Non - Union position</b>			
<b>Scope of Work:</b>	The legal counsel reports to the executive director and is responsible to oversee all legal aspects of the housing authority's business. This position should safeguard the agency's reputation by ensuring compliance with law guidelines and providing legal advice to management about all relevant issues.		
<b>Minimum Qualifications:</b>	See attached position description		
A detailed position description and application are attached.			
If you are interested in applying for this position, please complete an application and return to Malinda Angevine, Executive Administration Specialist.			
<b>A structured interview and test may be part of the selection process.</b>			



## **PENINSULA HOUSING AUTHORITY**

### **Position Description**

**TITLE: Corporate/In-house Legal Counsel**

**STATUS: Exempt**

#### **Summary**

The legal counsel reports to the executive director and is responsible to oversee all legal aspects of the housing authority's business. This position should safeguard the agency's reputation by ensuring compliance with law guidelines and providing legal advice to management about all relevant issues.

#### **Scope of Responsibility**

#### **Essential Job Functions:**

- Advise all PHA officials on matters relating to PHA business;
- As directed, attend all Board of Commissioners meetings;
- Assist with preparation of contracts, agreements, leases, deeds and other related documents;
- Represent PHA in unlawful detainer proceedings as directed by PHA Executive Director or their designee;
- Monitor current housing authority state and federal legislation and/or litigation;
- Monitor state tenant landlord law and provide guidance as changes are made;
- Provide guidance and interpretation with regard to regulatory requirements;
- Provide guidance and interpretation on matters relating to PHA activities, including employment issues;
- Participate in the development of staff recommendations for action by the PHA Board of Commissioners;
- Make recommendations for updating existing resolutions and other policies and practices;
- Identify proactive solutions that will eliminate or mitigate risks
- Represent PHA in intergovernmental relations as appropriate;
- Maintain appropriate records and files;
- Act as liaison with Bond/Tax Credit counsel;
- Act as liaison with PHA's insurance provider in litigation matters;
- Perform related duties as necessary.

#### **Qualifications**

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that s/he can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

- Proven experience as a legal counsel with public housing authority experience;

- Excellent knowledge and understanding of state and federal-assisted housing program; laws and regulations including interpretation, development, policy directives and changes;
- Comprehension of the influences of the external environment of a public agency;
- Demonstrated ability to create legal defensive or proactive strategies;
- Demonstrated ability to create contracts, agreements, leases, deeds and other related documents;
- Knowledge of real estate development including the ability to read, understand, and negotiate contracts;
- Knowledge of tenant landlord laws;
- High degree of professional ethics and integrity;
- Sound judgement and ability to analyze situations and information;
- Outstanding communication skills, both written and oral;
- Ability to work independently with little or no supervision;
- Requires the physical ability to travel to local, regional, and nationwide sites and meetings; to speak (or to otherwise make effective presentations) before public and private agencies, officials, and other groups or individuals. Travel often includes driving within the local, state, and regional area in order to attend meetings and/or inspect properties.

## **Education and Experience Required**

Graduate from a law school accredited by the American Bar Association and licensed to practice law in the state of Washington.

Thorough knowledge of federal and state housing programs, policies, and procedures; development principals and a minimum of five (5) years experience in public housing authority law.

## **Working Conditions**

Work is conducted in a non-smoking standard office setting. Work environment is both formal and informal, team and autonomy-oriented, having variable tasks, pace and pressure. Primary functions require sufficient physical ability to work in an office setting and operate office equipment. CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, moving about inside the office, maintaining a stationary position, positioning self to operate office equipment including knobs and dials; moving objects weighing up to 20 lbs. from below average waist height to above average shoulder height and transporting distances up to 50 yards. OCCASIONAL positioning self to move beneath desk areas and near floors, and to place or retrieve objects above and at average shoulder height, moderate positioning to manipulate reference books and manuals; moving objects weighing 20-35 lbs. from below average waist height to above average shoulder height and transporting distances up to 50 feet. Must be able to perceive computer screens and printed documents and to operate office equipment. Must be able to discern speech and sound in the audio range typical of a busy office environment.

## **Additional Requirements**

Retention of license to practice law in the state of Washington

Possession and retention of a valid Washington state driver's license

Pre-employment tests and examinations, including, but not limited to physical examination regarding bona fide occupational qualifications, drug testing, extensive background checks and other related components which are based on the specific demands of the position. Successful completion of all exams, tests, and background checks is a condition of employment.

Responsible to apply extensive, in-depth knowledge of public sector operation methods in accordance with applicable provisions of the Revised Code of Washington.

Employees hired on or after June 1, 2011 must not use tobacco products on the job, including but not limited to smoking cigarettes and/or chewing tobacco.

The Authority complies with all laws and regulations relating to employment, including the Americans with Disabilities Act and the Washington Law Against Discrimination. The Authority does not discriminate on the basis of handicapped status in the admission or access to its federally assisted programs or activities. The Authority reserves the right to revise or adjust job descriptions, job assignments and job duties at any time. Nothing in this document should be interpreted as a contract with or any other obligation of the Authority.

By the employee's signature below, the employee acknowledges that they have read this job description and understand their duties and responsibilities.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date