



Position Description

Title: Chief Legal Officer		
FLSA Class: Exempt	EEO Category: Executive/Senior Level Officials and Managers	WC Class: 8861
Job Title # 499012	Salary Grade:	Purchase authority: IV
Date Approved: March 25, 2021		
Revision Date:		
Revision	Licensure:	

Purpose of Position

The Chief Legal Officer will serve as Great Circle's General Counsel ensuring Great Circle operates within the law at all times, offering counsel on legal issues, being an effective guardian of the organization, and facilitating Great Circle's business strategy. The Chief Legal Officer will help ensure legal compliance and limit the organization's exposure to risk. This position will report to the Chief Executive Officer.

Major Duties

- Provides expert and strategic legal advice to management
- Sets internal governance policies and manages the impact of external factors
- Maintains knowledge of Great Circle's operations and legal documents
- Evaluates and weighs multiple inputs and impacts of any decision or course of action
- Anticipates issues and estimates risks strategically
- Identifies proactive solutions to eliminate or mitigate risks
- Creates relationships of trust and respect with key stakeholders
- Interacts with external parties (regulators, external counsel, clients)
- Drafts agreements to minimize risk and protect legal rights
- Navigates complex, significant matters that cut across legal and related areas
- Keeps abreast of legislative changes
- Other duties as assigned for the betterment of Great Circle

Competencies

- Leadership - possesses leadership skills and behaviors that contribute to superior performance; effectively manages change, problem solving, decision making, managing workload
- Judgment – Makes thoughtful decisions in a timely and confident manner
- Execution & Results – adapts to change, effectively copes with the unexpected, systematically problem solves, follows-through and ensures accuracy
- Customer Focus – properly interacts with others, the ability to work independently or with a team, ethically minded
- Motivation & Work Ethic – demonstrates personal integrity by operating in an accountable, reliable, and respectful manner
- Trauma Informed – demonstrates commitment to learn and apply trauma-informed principles, as appropriate by role, and to understand impact of stress and trauma to clients, colleagues and self

Required Education and Experience

- Juris Doctorate degree from an American Bar Association (ABA) accredited law school
- Minimum of eight (8) years of legal experience in delivering legal services to or within a complex organizational structure

Preferred Experience

- Employment law experience
- Litigation experience
- Healthcare Regulatory experience
- Experience working with children and families in a trauma informed environment
- Mix of working in law firm and in-house environments

Qualifications

- Membership in the State of Missouri Bar or eligibility for membership in the Missouri Bar
- Possesses a current, valid MO driver's license and meets the Great Circle requirements for driver's insurance
- Exhibits sound judgment and the ability to evaluate options fairly
- Excellent communication skills
- Demonstrates the ability to think intuitively and from learned experience
- Acts with absolute integrity
- Leadership and visionary qualities

Working Conditions

Office and/or home environment. Working environment generally favorable.

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to sit or stand at a personal computer for a reasonable length of time typing and reading. This person must be able to see, hear, speak, walk, and sit. Must be able to use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl. Vision abilities required for this job include close vision, distance vision, peripheral vision, depth perceptions, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

None

Supervisory Responsibility

None

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee printed name: _____

Employee signature: _____ Date: _____