



# Choctaw Nation of Oklahoma

## Job Description Form

### Attorney

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**Organization:** Legal & Compliance  
**Reports to:** Sr. Legal Director  
**Revised:** 11/2/16

**FLSA Class:** Exempt  
**Pay Grade:**  
**Job Type:** TA8005

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**Job Summary:** Primarily responsible for negotiating, writing, reviewing, summarizing, researching and executing a wide variety of agreements for business and internal support units. This will include service agreements, franchise agreements, organizational documents, marketing agreements, license agreements, real estate leases, confidentiality agreements, construction contracts and other general business contracts. Manage an array of general contractual and legal matters. Offer sound legal advice and counsel to Sr. Legal Director and internal clients on strategies, actions and decisions related to all such transactions and legal matters.

#### Primary Tasks:

1. Draft and negotiate agreements and contracts.
2. Research and offer counsel on a variety of unique legal issues impacting the Choctaw Nation and its business and service units.
3. Manage multiple projects and deadlines across a wide spectrum of legal areas/issues.
4. Advise executives within the Choctaw Nation's business and service units on contract status, legal risks and business terms of various transactions.
5. Provide assistance with potential joint ventures, strategic partnerships, transactions and mergers and acquisitions.
6. Keep abreast of legislative changes that may affect the Choctaw Nation and its business and service units.
7. Other duties as may be assigned.

## Required Education, Skills and Experience:

### MINIMUM

- Juris Doctorate from an accredited law school
- Working knowledge of corporate, administrative, regulatory, contract, construction and intellectual property law (among others) as would normally be acquired through successful experience in a similar position
- Excellent communication, negotiation and writing skills
- Experience and knowledge in risk management and evaluation
- Tremendous insight on a wide range of legal topics
- Ability to manage multiple projects in a fast-paced environment with quick response time
- Professional demeanor and team player with high degree of confidentiality
- Strong attention to detail and process and ability to provide strategic direction and build consensus among many stakeholders
- Eligible for Admission to practice law in the state of Oklahoma on proof of practice elsewhere
- 5+ years' business/transactional attorney experience (in-house or corporate law firm experience preferred)

### TARGET

- Juris Doctorate from an accredited law school
- Working knowledge of corporate, administrative, regulatory, contract, construction and intellectual property law (among others) as would normally be acquired through successful experience in a similar position
- Excellent communication, negotiation and writing skills
- Experience and knowledge in risk management and evaluation
- Tremendous insight on a wide range of legal topics
- Ability to manage multiple projects in a fast-paced environment with quick response time
- Professional demeanor and team player with high degree of confidentiality
- Strong attention to detail and process and ability to provide strategic direction and build consensus among many stakeholders
- Admission to practice law in the state of Oklahoma
- 8+ years' business/transactional attorney experience (in-house or corporate law firm experience preferred)

Applicants should send their resumes to:  
Karen Burkett, Senior Recruiter, at [kburkett@choctawnation.com](mailto:kburkett@choctawnation.com)