

TITLE: LEGAL SPECIALIST **FLSA:** NON-EXEMPT
REPORTS TO: MANAGER, CONTRACT SERVICES **UPDATED:** APRIL 2018
PAY GRADE: 3

POSITION SUMMARY

Conducts in-depth legal and business due diligence and performs civil and criminal background analysis on awardees of Michigan Economic Development Corporation (MEDC) and Michigan Strategic Fund (MSF) incentives. Develops, manages and executes process documents for background analyses and legal due diligence. Manages an inclusive system utilized for tracking documents submitted by incentive awardees; creates and generates comprehensive reports for MEDC Legal staff and Executive Leadership. Develops, reviews and finalizes contracts, grants, loans, amendments, and other legal documents.

PRINCIPAL DUTIES AND RESPONSIBILITIES

(These duties and responsibilities are judged to be "essential functions" in terms of the Americans With Disabilities Act or ADA)

- ✦ Performs in-depth legal and business due diligence; conducts civil and criminal background analysis on individuals and entities prior to awarding and finalizing incentive agreements; recommends appropriate action based on observed results.
- ✦ Develops, manages and executes, background analysis and due diligence processes for MEDC and MSF programs and incentives.
- ✦ Serves as subject matter expert on legal due diligence; responds to inquiries from business units.
- ✦ Collaborates with attorneys on identified issues (including statutory violation and/or discrepancies in the background analysis).
- ✦ Solicits and manages documentation submitted by incentive awardees, including due diligence materials and other legal documentation; identifies missing data and rejects or approves for final consideration.
- ✦ Researches and analyzes business and legal filings as prerequisites for awarding and documenting incentives.
- ✦ Analyzes external authorization documentation necessary to finalize transactions, including redirecting as necessary to permit closing transactions.
- ✦ Drafts, reviews, processes and finalizes MEDC and MSF contracts, grants, loans, amendments memorandums of understanding, and programmatic agreements.
- ✦ Assists Legal staff with complex special projects and legal research, as assigned by General Counsel and Associate General Counsel.
- ✦ Develops and delivers training on organizational due diligence and/or legal processes.
- ✦ Actively participates on the MEDC Legal & Compliance team.
- ✦ Performs other related duties as directed.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

RECOMMENDED EMPLOYMENT QUALIFICATIONS

EDUCATION: This position requires a Bachelor's Degree from a four-year college with course work or career focus in law/paralegal studies or related field; or equivalent combination of education and experience.

EXPERIENCE: This position requires a minimum of two to four years of related experience and/or training in a business, legal, or financial environment that provides exposure to due diligence and background check processes, business contract procedures and internal controls.

SUPERVISORY RESPONSIBILITIES: No supervisory responsibilities.

CERTIFICATES, LICENSES, OR REGISTRATIONS: None required.

OTHER KNOWLEDGE, SKILLS, AND ABILITIES:

(To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

REQUIRED:

1. Ability to read, analyze, and interpret documents, such as contractual documents and procedure manuals.
2. Ability to understand and apply legal and/or statutory requirements to multi-faceted processes.
3. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
4. Ability to engage in complex problem solving that may involve several concrete variables/complex situations; effectively apply critical thinking to move to resolution.
5. Ability to function with a keen attention to detail.
6. Ability to write complex/non-standard reports and general business correspondence.
7. Ability to speak effectively before groups of customers or employees of the organization.
8. Ability to effectively communicate to employees at all levels of the organization.
9. Ability to explain complex legal requirements to facilitate appropriate action.
10. Strong knowledge of word processing, desktop publishing, presentation, spreadsheet and/or database software
11. Ability to establish positive working relationships.
12. Ability to function with excellent written and oral communication skills.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit use hands to finger, handle, or feel; talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus, especially due to concentration on a computer screen and small numbers.

WORK ENVIRONMENT:

The noise level in the work environment is usually very quiet.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.