

Market Title: Staff Attorney (103336)

Posting/Working Title: Publications and Online Resources Staff Attorney

Department: Publications and Online Resources

Reports to: Publications and Online Resources Manager

Role: Professional

Direct Report: Functional supervision may be exercised over editorial staff

FLSA Status: Exempt

Salary Range: \$60,000 - \$65,000/annually

Last Updated: November 2022

Position Summary (A brief summary of the purpose of the position, main function, and key deliverables):

The Staff Lawyer position is a subject area expert for developing and maintaining legal content and practical resources to meet the needs of the Michigan legal community. Resources include print books, online books, on-demand video seminars, and more. Must be able to work individually and in teams. Must be able to conduct in-depth legal research and draft or edit legal resources. The ideal candidate will:

- Write clearly and concisely
- Demonstrate strong analytical and legal research skills and be able to synthesize legal information
- Develop and work with networks of legal experts who serve as volunteer contributors
- Evidence excellent organizational skills, attention to detail, and ability to meet deadlines

Please submit a cover letter and resume together in a single PDF for application to this position. Resumes submitted without a cover letter will not be considered.

Authority:

- Employees in this classification typically evaluate various courses of action and have the authority to make independent decisions on matters of significance, free from immediate direction, within the scope of their responsibilities.
- Primary activities and decision-making authority are predominantly performed independently, affecting business operations to a substantial degree

Job Duties and Responsibilities (indicate detailed information on key accountabilities and the percentage of time spent on each):

45% - Develop and implement new content and educational offerings:

- Develop an extensive set of subject area legal resources. Includes creating, posting, and updating frequent short content pieces relevant to the Michigan legal community
- Conduct in-depth legal research and draft legal resources as assigned
- Plan educational materials and events for lawyers and related professionals as assigned. This includes video modules, interactive activities, exercises, and scenarios for self-testing educational content. Develop educational objectives to develop the legal content and education.
- Work with other ICLE staff attorneys, contributors, and other ICLE staff to develop interactive education and/or online content that matches customer needs.

30% - Be subject area specialist for the development of legal education content and services:

- Demonstrate expertise and remain current on legal development and practice updates in assigned subject areas.
- Cultivate relationships in assigned subject areas with an extensive network of lawyers, contributors, ICLE customers, online communities and networks, and State Bar Section leaders.
- Regularly attend State Bar section and other professional meetings. Share information from the meetings with other ICLE staff.
- Participate in ICLE online communities and other social media groups relevant to assigned subject areas. Promote ICLE's brand by drafting comments, raising questions, and recommending information.
- Conduct customer needs assessments in assigned subject areas, including gathering and analyzing feedback via surveys, social media networks, ICLE communities, and customer interviews.
- Actively participate in periodic team planning sessions and retreats to propose additions and improvements to ICLE's content plan.

10% - Meet defined ICLE business goals and strategic plans:

- Actively work toward the achievement of recruiting objectives that meet ICLE's goal of greater diversity across volunteer contributors and customers
- Identify primary target audiences for content and develop effective marketing messages

10% - Actively participate in ICLE teams and project groups:

- Be an active and engaged participant in ICLE teams and project groups to achieve process improvements and implement initiatives within ICLE's strategic plan

5% - Other duties as assigned

Education and Work Experience:

Required:

- Juris Doctorate degree; graduated in top third of law school class
- Membership in the State Bar of Michigan (licensed to practice law)
- 2-3 years of law practice experience
- Excellent research and writing skills
- Proficiency in Microsoft Office products
- Able to travel to seminar and meeting locations in Michigan. Infrequent evening and weekend meetings
- Pass a work sample exercise administered by ICLE

Legal & Government Relations > Legal Services > Professional

103336 - Staff Attorney - LG200 - Subject matter expert responsible for planning, creating, marketing, and implementing legal content and seminars in response to legal developments and the needs of the legal community. Develops networks of legal experts and applies best practices to create educational online content and live presentations. Conducts in-depth legal research and drafts or edits accurate and practical legal resources. Participates in online communities of practice. Employees in this classification are required to have a minimum of a J.D. degree as well as admission or eligibility for admission to the State Bar of Michigan. Employees typically analyze, compare and evaluate various courses of action and have the authority to make independent decisions on matters of significance, free from immediate direction, within the scope of their responsibilities. Primary activities and decision-making authority are predominantly performed independently affecting business operations to a substantial degree. Under FLSA, incumbents in this position meet the criteria for exempt status.

