

POSITION: STAFF ATTORNEY

POSITION SUMMARY

The Staff Attorney for the Legal/Lease department will draft leases, lease amendments, license agreements, letters and abstracts, and other ancillary legal documents. The Staff Attorney will act as departmental liaison to other departments in responding to inquiries about the rights and obligations of the landlord and tenant under leases. The Staff Attorney may be asked to review and analyze documents and prepare summaries of leases and other legal documents. The Staff Attorney will assist in updating and maintaining the Legal Lease database. This position reports to the Real Estate Counsel in the Legal Lease Department.

QUALIFICATIONS

Education: J. D. Degree. Licensed to practice in D.C., Maryland, Virginia or California.

Experience: One to two years of experience in a law firm or real estate development firm. Experience in handling various aspects of retail real estate leasing, and preparing property management, acquisition and financing agreements is helpful.

Skills: Must possess strong written and oral communication skills. Must demonstrate strong analytical skills, including ability to review and interpret document content under direction by senior attorneys. Must possess the ability to draft correspondence, legal notices and other ancillary documents. Must demonstrate a high degree of attention to detail and strong organizational ability, and the ability to meet internal and external deadlines.

Computer literacy required to include a high level of expertise in Microsoft Word and Adobe Acrobat Professional, as well as database and e-mail software in a (MS Access, MS Outlook) in Windows Office. Must be well organized, dependable, energetic and able to handle multiple tasks with minimal direction, under the pressure of constant deadlines. Must be collaborative and able to work well within the Legal Lease group and able to communicate effectively with other departments within the company.