



Corporate Counsel

PublicRelay is seeking an experienced attorney to serve as Corporate Counsel at our Virginia headquarters. The Corporate Counsel will represent PublicRelay in all aspects of legal affairs including: corporate and federal contract drafting/negotiating, conflict of interest research for potential clients, employment support, financial structuring, and (if required) litigation.

Responsibilities

- Counsels PublicRelay executives on routine legal matters
- Ensures that federal, state, and local legal compliance is maintained
- Gathers legal information, conducts research, and assists in the preparation of various legal documents including filings, contracts, and leases
- Represents PublicRelay in legal matters
- Interacts with outside counsel, technical experts, paralegals, support staff, and management to facilitate compliance with company policies and procedures
- Provides basic legal advice and assistance on legal matters to management as appropriate

Qualifications

- JD degree or equivalent combination of education and experience
- Current valid Virginia state bar admission
- Five or more years of legal experience in a corporate environment
- Experience working with legal research tools such as Lexis is a plus
- Excellent analytical and communication skills