



# Staff Attorney - Contracts

## The Ohio Turnpike and Infrastructure Commission

### Administration Building – Berea, Ohio

If you want to accelerate your career growth, you need to stop thinking about today. Instead, think year one and beyond. Bring your talents and goals to one of Northern Ohio's vital resources and join the future of transportation.

If you are interested, here's what we can offer you:

- Starting salary \$85,000.00
- Excellent pension and health care benefits
- Generous paid leaves
- Educational assistance and reimbursement

Minimum Qualifications:

- Must possess Juris Doctorate Degree from an accredited law school and must be licensed to practice law in Ohio for five (5) years
- Valid Driver's license
- Required five (5) years' experience in public law
- Knowledge and experience in Ohio's Sunshine laws and contract laws
- Skilled in the use of computers and Microsoft Office
- Strong written and oral communication skills; attentive to detail

Main Job Tasks and Work Characteristics:

- Responsible for all aspects of contract review, development and approval to ensure contracts are efficiently developed and utilized by administrative staff. At the direction and instruction of the General Counsel, ensures that all contracts entered, meet sound business practices, statutory requirements, Commission Bylaws, spending limits, sufficient insurance coverage and internal guidelines and procedures.
- Responsible for working with the General Counsel and respective Department Heads regarding the competitive selection process for awarding contracts and ensuring that bid specifications, terms and conditions comply with statutory requirements and Commission Bylaws and recommends contract award decisions to the General Counsel and/or the Executive Director and/or Commission members. Makes recommendations to the General Counsel regarding contract procedure compliance, internal controls and timelines for the re-bidding of contracts.
- Provides technical assistance to administrative staff regarding contractual matters; analyzes and reviews contracts or proposals for special programs; in conjunction with the General Counsel or respective Department Head; assists General Counsel in the management of contract dispute and resolution process prior to and during litigation. Refers contract disputes to the General Counsel for legal action and/or defense. In conjunction with the General Counsel, assists outside counsel in contract claim preparation and management.

- Knowledge of law and public administration; basic organization and operation of state and local government; contracting processes. Ability to define problems, collect data, establish facts and draw rational conclusions; analyze and prepare or edit complex documents; prepare and maintain accurate and concise reports and records; handle routine and or sensitive inquiries from and contacts with government officials, business representatives and/or general public.

Application Process:

Those interested may obtain a copy of the employment application [HERE](#). Individuals must print the application, fill out using a blue or black pen, and send it along with a cover letter and resume via U. S. mail to:

The Ohio Turnpike & Infrastructure Commission  
Attn: Human Resource Generalist  
Human Resources Department  
Reference Code: Staff Attorney - Contracts  
682 Prospect Street  
Berea, Ohio 44017

**Applications will be received until position is filled.**

The Ohio Turnpike and Infrastructure Commission is an *Equal Opportunity Employer*