



# Staff Attorney

## 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
- Required five (5) years' experience in commercial real estate law and insurance law
- Knowledge and experience in Ohio's Sunshine laws, corporate law, contract law, securities law and banking laws are preferred
- Skilled in the use of computers and Microsoft Office
- Strong written and oral communication skills; attentive to detail

#### Main Job Tasks and Work Characteristics:

- Prepares and reviews real estate transaction documents on behalf of the Commission, including conveyance documents, chain of title, real estate taxes (and exemptions), environmental impact reports, cell tower agreements, permits, licenses, and related certificates and records to accomplish the desired transaction; reviews right of way plans; coordinates communication with title companies and appraisers and reviews their work; prepares contracts and deeds under the supervision of the General Counsel; coordinates relocation program and relocation agents; consults and coordinates activities with Commission attorneys or outside counsel concerning appropriation cases; coordinates and prepares documents, including tax prorations, for property closing; handles property owner inquiries regarding signs, fences, access, and drainage; reviews permits for utilities crossing the Turnpike right of way.
- Recommends insurance coverage for all Commission operations and property; reviews and summarizes insurance policy requirements; keeps the General Counsel advised as to any changes in insurance coverage; reports claims (potential, threatened and actual) to liability insurance carriers; provides claim documentation to insurance carriers; coordinates insurance payments to OTIC; reviews insurance carrier requirements for renewing policies upon expiration; files state motor vehicle crash reports; responds to property damage claims against the Commission; reviews and approves insurance claims submitted by contracting engineers, contractors, operators, ambulance services, triple and double trailer operators; performs any other duties as may be assigned by General Counsel.

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  
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*