



**SAN ANTONIO WATER SYSTEM**  
invites applications for the position of:

# **Corporate Counsel/ Senior Corporate Counsel (Employment and Claims)**

An Equal Opportunity Employer

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**SALARY:** \$115,176.00 - \$264,905.00 Annually

**GRADE:** 25 - 26

**DEPARTMENT:** Legal

**OPENING DATE:** 08/31/21

**CLOSING DATE:** Open until Filled

Salary dependent on qualifications, with generous benefits package including pension and health benefits. Interested applicants should apply on-line at <https://www.saws.org/career-opportunities/executive-career-opportunities/>.

## **JOB DESCRIPTION**

The San Antonio Water System (SAWS) is currently searching for a **Corporate Counsel/Senior Corporate Counsel** for the **Legal department**, specializing in labor and employment and general personal injury and property damage litigation. The Corporate Counsel/Senior Corporate Counsel serves as the organization's legal expert for the most complex legal matters. General responsibilities include providing advice, counsel, representation, and analysis to the Board of Trustees, President/CEO and Executive Management in connection with SAWS' legal matters. The Corporate Counsel/Senior Corporate Counsel advocates on behalf of SAWS in a wide variety of settings, including negotiations, dispute resolutions, mediations, internal disciplinary appeals, trials, hearings, and administrative processes, to resolve disputes or legal actions.

## **POSITION SUMMARY**

This Corporate Counsel/Senior Corporate Counsel position fills an upcoming vacancy in the existing legal staff. It is anticipated that this position will be filled prior to the time the current attorney retires, allowing for collaboration and knowledge transfer for this position. This Corporate Counsel/Senior Corporate Counsel position will serve as the organization's in-house legal counsel specifically overseeing matters involving labor, employment and personnel policies; internal disciplinary appeals; tort claims; compensation and employee benefits programs; workers compensation; personal injury and property damage litigation; risk management; and general litigation. The responsibilities include the development, monitoring and enforcement of litigation budgets, the evaluation and management of litigation strategies and oversight of outside counsel. This Corporate Counsel/Senior Corporate Counsel position will have frequent contact with internal clients, providing legal support for their goals, and with external parties, including attorneys, consultants, contracting parties and members of the public. This position reports

directly to the Vice President and General Counsel.

The Corporate Counsel/Senior Corporate Counsel must communicate effectively, both verbally and in writing; and exhibit high standards of business and personal ethical conduct, leadership, teamwork, positive attitude, initiative, and problem solving. The selected candidate may be required to travel and work hours outside of their regular work schedule. Working conditions are primarily in an office environment with occasional field visits. The selected candidate may be required to drive a company and/or personal vehicle when performing duties at external locations.

### **MINIMUM JOB REQUIREMENTS**

The candidate must have a Juris Doctorate Degree from a law school approved for accreditation by the American Bar Association. The candidate must be a member in good standing of the Bar of the supreme court of the state in which he or she practices law, and the prompt eligibility for such license and standing in Texas is required; however the preferred candidate will already be a member in good standing of the Texas Bar and currently licensed to practice law in the State of Texas.

#### **Corporate Counsel**

**Salary Grade: 25**

**Salary Range: \$115,176 annually - \$206,214 annually**

This position requires at least three (3) years of progressive experience as a licensed, practicing attorney, including at least one (1) year in a private law firm or governmental agency specializing in: labor and employment litigation, and general litigation management. Additional experience with litigation, worker's compensation, municipal or other governmental agency or public sector practice experience is preferred and highly desired.

#### **Senior Corporate Counsel**

**Salary Grade: 26**

**Salary Range: \$132,452 annually - \$264,905 annually**

This position requires at least ten (10) years of progressive experience as a licensed, practicing attorney, including at least five (5) years in a private law firm or governmental agency specializing in: labor and employment litigation, and general litigation management. Additional experience with litigation, worker's compensation, municipal or other governmental agency or public sector practice experience is preferred and highly desired.

The salary for this position varies based on qualifications.

Nonlocal candidates will be considered, however relocation expenses are to be offered on a case by case basis.