



# Commonwealth Utilities Corporation



## Job Vacancy Announcement

**JVA No. 23 – 052**

**Opening Date: 03/14/2023**

**Closing Date: UNTIL FILLED**

<b>POSITION TITLE:</b>	<b>In-House Legal Counsel</b>
<b>DEPARTMENT:</b>	<b>Executive Director/Administration</b>
<b>LOCATION:</b>	<b>Saipan, Northern Marianas Islands, USA</b>
<b>ANNUAL SALARY:</b>	<b>\$65,000.00 - \$85,000.00 per annum, Exempt</b>
<b>CONTRACT:</b>	<b>Contracted</b>
<b>POSITION(S):</b>	<b>One (1)</b>

The incumbent will be under the direct supervision of the Executive Director or his/her designee. This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of ED/Administration Division.

### Duties:

- Provide formal and informal legal advice to management;
- Drafts and reviews a broad range of legal documents, including legal opinions, proposed agency decisions, memoranda, contracts and other procurement documents;
- Represents CUC at a variety of meetings, negotiations and hearings;
- Provides legal oversight of procurement contracts for goods, services, and construction;
- Assists management with developing policy and regulations to ensure compliance with applicable laws and regulatory policies, including both local and federal statutes;
- Investigates and implements necessary actions for compliance with laws and corporate policies;
- Works closely with outside counsel regarding ongoing litigation;
- Advises management of a variety of legal issues, including, but not limited to, billing disputes, human resources matters, property-related disputes, contract negotiations and interpretations, and personal-injury claims;
- Assists management with developing policy and regulations;
- Performs short- and long-range strategic planning.
- Perform other duties of similar nature and level as assigned by management.

### Minimum Requirements:

#### Education:

**MINIMUM QUALIFICATIONS:** Hold a law degree from an accredited U.S. law school. Be a current member in good standing of the bar of any state within the United States, the CNMI or Guam. If not currently a member of the CNMI Bar, be eligible for prompt admission to the CNMI Bar. For admission requirements, visit [http://www.cnmilaw.org/court\\_rules.htm](http://www.cnmilaw.org/court_rules.htm). Have excellent interpersonal skills, be mature and self-sufficient, communicate effectively orally and in writing, and possess excellent professional judgement.

**PREFERRED QUALIFICATIONS:** Although not required, successful candidates preferably will have: Experience with utility law, federal and/or state energy regulatory law, and government procurement; Contract drafting and negotiation skills; Familiarity with working in a highly regulated industry; An understanding of the economics of electric power; A working knowledge of the legal and commercial issues involved in procurement, construction contracts, project

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finance, operations and maintenance agreements, and other utility project agreements; Experience working for or appearing before a federal regulatory agency; Strong business judgment and the ability to understand and respond to business issues and needs; Self-motivation, self-discipline and be results-oriented, with an ability to manage priorities and workflow; The ability to independently, and handle both small and large matters with equal effectiveness and enthusiasm; A background in finance, accounting engineering, or economics; An ability to manage multiple complex matters simultaneously.

Knowledge of: Applicable hardware, software, system and technology principles, methods and support techniques; Systems analysis and design methods, procedures and techniques; Business methods, principles and practices; Customer service principles; Database maintenance principles; Modern office technology; Budgeting Principles; and Basic mathematics.

Skills in: Providing customer service; Utilizing a computer and relevant software applications; Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others to sufficiently exchange or convey information and to receive work direction.

All applicants may be tested and all applicants are subject to pre-employment drug test.

**How to Apply:** Submit a completed CUC Employment Application, resume, and applicable supporting documents to the CUC Human Resources office located on the 3rd Floor of the Joeten Dandan Building on Saipan, Monday through Friday 7:30 am – 4:30 pm (Except Legal Holidays). Applicants on the island of Tinian and Rota may submit their documents to their respective CUC Administration office. Application, resume and supporting documents can also be e-mailed to: [employment.applications@cucgov.org](mailto:employment.applications@cucgov.org)