

This position will be located in Topeka, Kansas.

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Role

The Corporate Attorney plays a critical role in safeguarding the legal interests of the company. This position is responsible for providing expert legal advice.

This role is ideal for a recent law graduate or early-career attorney looking to build a strong foundation in corporate law within a dynamic and collaborative environment.

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Essential Duties & Responsibilities

- Uses strong written and oral communication skills to clearly convey legal advice, draft accurate and concise documents and correspondence, and effectively collaborate with internal clients.
- Provides legal research, analysis, and advice to business units on compliance with federal and state laws and regulations impacting the bank. Tracks, summarizes, and effectively presents relevant legal and regulatory developments to management and other internal clients. Recommends policy and procedure updates to help management ensure compliance with legal and regulatory requirements.
- Provides legal advice to customer-facing staff regarding legal documents presented by customers (court orders, powers of attorney, small estate affidavits, etc.) and legal and regulatory compliance functions.
- Assists in responding to customer complaints, subpoenas, garnishments, and other legal process.
- Assists management in drafting, reviewing, and negotiating vendor contracts and customer-facing agreements to ensure compliance with legal and regulatory requirements and alignment with the bank's policies and goals.
- Advises management on day-to-day legal issues, such as employment law issues and contract disputes.
- Assists General Counsel and Assistant General Counsel in general legal matters.
- Provides input on decisions to send matters to outside counsel and assists in the oversight of outside counsel, as necessary. Supervises litigation matters and handles routine litigation actions.
- Responds to inquiries from regulatory agencies, auditors, customers, and the business community.
- Provides counsel and works as a team with other leaders as necessary within other business units.
- Performs other duties as assigned.
- Participates in proactive team efforts to achieve departmental and company goals. Must comply with current applicable laws, regulations and bank policies and procedures. Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources.

Knowledge and Qualifications

- Juris Doctor from an accredited law school.
- Licensed to practice law in Kansas and Missouri, or eligibility to become licensed within six months of hire.
- Up to three years of relevant legal experience, including internships or externships
- Experience in a similar industry preferred.

Skills

A significant level of trust and diplomacy is required to be an effective subject matter expert in the position. In-depth dialogues, conversations and explanations with customers, direct and indirect reports and outside vendors of a sensitive and/or highly confidential nature is a normal part of the day-to-day experience. Communications can involve motivating, influencing, educating and/or advising others on matters of significance.