STAFF ATTORNEY

Current Incumbent: Open
Reports to: VP, National Lease Program
Status: Contract, 20 Hours per week

Department: Industry Operations
Direct Reports: 0
Indirect Reports: 0

SUMMARY OF POSITION:

The Staff Attorney is a member of the Lease Department, which is responsible for producing and selling the NAA Click & Lease forms program. The National Apartment Association (NAA) Click & Lease program provides NAA members with the opportunity to use web-based software to create, edit, manage and execute apartment leasing forms using the official NAA state leasing form. The NAA Lease Program currently sells leasing forms which cover 48 states, D.C., Canada and the U.K.. Forms are developed, reviewed and maintained by NAA staff with input from outside attorneys for each state or country. The individual in this position will provide legal work in pursuit of developing and maintaining various NAA leasing forms for sale to NAA Click & Lease users.

PRINCIPAL ACCOUNTABILITIES:

- Assist in drafting and maintaining conventional and specialty lease forms for use in the U.S., Canada, and the U.K.
- Draft lease provisions as well as review and approve the work of outside attorneys to ensure that the product remains legally viable for the jurisdiction in with it is provided
- Assist in drafting disclosures, legal analysis of laws/orders affecting the industry, articles, whitepapers, etc. which are distributed to members and/or the industry at large
- Assist with the drafting of amici curiae briefs submitted on behalf of the industry.
- Other duties as assigned.

POSITION QUALIFICATIONS:

Required

- Law degree; with at least 2 years of experience
- Bar admission in at least one state or the District of Columbia. Additional consideration given to candidates with experience in landlord tenant law
- Ability to identify, analyze and explain to members new developments in landlord tenant law
- Strong contract drafting skills
- Ability to interact with people at varying levels of organizations, understand their needs, identify project champions and present workable solutions.
- Up to 20% travel

Please send resume, cover letter and salary history to Resumes@naahq.org. No phone calls, please. EOE M/F/H/V