

COMMONWEALTH PORTS AUTHORITY
Position Description

STAFF ATTORNEY

Code 102

Nature of Work

Under the general direction of the CPA Board of the Directors and the Executive Director to provide legal assistance and advice on a day-to-day basis and to render such legal services as may be requested. Required to perform such services as may be designated, including but not limited to, all or any portion of the employer's administrative, supervisory, planning and other obligations in the operations of the airports and seaport of the Commonwealth of the Northern Mariana Islands. This position is unclassified.

Examples of Duties (Illustrative)

1. Devotes full time and attention to the practice of law on behalf of CPA.
2. Faithfully represents the interests of the CPA as its general counsel.
3. Acts, under the title of Staff Attorney, as attorney for the CPA.
4. Renders to CPA, its officers and directors, legal advise.
5. Examines abstracts of title, contracts, leases, and other instruments.
6. Renders legal opinions on all legal matters as the CPA or its authorized officers may request or require.
7. Works closely with CPA's retained Legal Counsel on all matters which have been assigned to retained Legal Counsel.
8. Drafts written communications as requested by the Executive Director and/or the Board of Directors.
9. Performs special review of studies or analysis relating to the airports and seaports as requested by the Executive Director.
10. Complies with provisions of CPA's enabling statute, Public Law 2-48 as amended.
11. Maintains a high degree of confidentiality on information or records which are specifically noted or labeled as such by the Executive Director or his designee.
12. Performs any and all legal duties entrusted by the Executive Director.

Minimum Requirements of Work

1. Knowledge of the specific functions of each department of CPA.
2. Knowledge of CPA statute, rules, regulations and procedures.
3. Knowledge of approved theories, principles, practice and techniques of airport and seaport operations.
4. Knowledge of applicable local ordinances, federal and FAA standards and regulations.
5. Ability to apply principles and theories of airport and seaport operations proficiently.
6. Ability to communicate effectively in writing and orally on matters relating to air and sea navigation and transportation.

Code 102 continuation

7. Ability to establish and maintain a cooperative relationship with tenants, federal agencies, members of the Board, officials of the CNMI Government, CPA department heads, employees and other personnel.

Minimum Qualifications

1. Must be a U.S. citizen.
2. Member (active) of the CNMI Bar.
3. Graduated with Juris Doctor degree from an accredited U.S. law school.
4. At least five (5) years work experience in either the government or private practice, and at least three (3) years experience in civil litigation, including jury trials.
5. Have never been convicted of a felony or a misdemeanor involving moral turpitude, in any jurisdiction.
6. Shall have no felony or criminal conviction.

Pay Range

Unclassified

Adopted by CPA Board on February 19, 1999.

Revised and adopted by CPA Board on December 21, 2016

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