**Deputy General Counsel Job Description Template**

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]

We’re looking for a Deputy General Counsel to oversee, plan, organize and direct the legal staff and legal work of the State Bar and provide legal advice, counsel, and representation to the client representatives of the State Bar as necessary to fulfill their duties and responsibilities to the State Bar.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Provide oversight, advice, review, negotiation and revision for contracts, policies, procedures, regulatory documents
* Provide oversight for matters concerning investment compliance, privacy, security, and data management
* Provide leadership, including strategic and tactical advice
* Partner with associate counsel and Compliance to develop a compliance review plan related to regulations, policies, and agreements governing Wespath’s Investment Division activities
* Analyze legal risks, opportunities, and options, and implement changes as appropriate related to the organization’s goals, mission, and existing circumstances and how those may affect the overall corporate, trust, and investment fund legal structures of the investment management business and enterprise
* Provide oversight regarding all trademark and intellectual property issues
* Contribute legal advice on corporate transactional matters such as contracts

### About you

* Law degree and admission to [insert state] bar
* [insert number] years of experience practicing law in the areas of securities law, investment
* management, contracts, tax, general corporate and trust, transactions, and litigation
* Prior experience managing attorneys and legal staff

### What you’ll get in return

The firm offers a generous benefits package along with compensation based on experience level and client orientation.

* Competitive compensation based on experience
* Medical insurance plan
* Dental insurance plan
* Vision insurance plan
* Contribution to life insurance plan
* 401k profit sharing
* Parking reimbursement
* Social, charity, and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]