

Exelon Business Services Company

Position Description

POSITION IDENTIFICATION

Rev. # _____

POSITION TITLE: Assistant General Counsel	JOB CODE: NLL5	
BUSINESS UNIT: Exelon Business Services Company	SALARY BAND: E4	
OPERATING GROUP:	FLSA STATUS: Exempt	

PRIMARY PURPOSE OF POSITION

A mid-level attorney who is highly qualified in handling complex legal employment and labor matters and projects on behalf of the Company.

PRIMARY DUTIES AND ACCOUNTABILITIES (means principal, main, major or most important duties / accountabilities that the employee performs)

Item	Accountability	%
1	<p>Performs as a specialist in employment and labor law with an emphasis on litigation and counseling regarding discrimination, harassment, disability, FMLA, wage & hour, and other employment issues and claims.</p> <p>Candidate must be experienced in investigating, responding to, and litigating EEOC and other charges and claims, and willing to devote substantial time to matters ranging from single-plaintiff cases to larger or class action matters.</p> <p>Under minimal supervision: plans, conducts and supervises complex legal assignments; leads employee investigations; conducts training; evaluates both legal and business risks and advises clients accordingly; and, represents Exelon in transactions, arbitrations, mediations, litigation, and other relevant matters.</p> <p>Interprets and applies organization policy according to law.</p> <p>Traditional labor law experience is a plus.</p>	80%
2	Prepares, and revises as necessary, budgets and early matter assessments for all matters involving outside counsel	10%
3	Provides lead direction and/or project leadership direction to less experienced attorneys and/or support staff	5%
4	Projects / duties as assigned	5%

POSITION SPECIFICATIONS

<p>Minimum:</p> <ul style="list-style-type: none"> - An LLB or JD from an accredited law school - License to practice law in Maryland (or ability to be licensed in Maryland within one year) - At least 7 years of professional experience in labor and employment law - Possesses and applies a comprehensive knowledge of principles, practices and procedures of the legal field to the completion of complex assignments - Requires excellent legal research, analytical abilities and an ongoing knowledge of federal and state law - Demonstrates strong judgement and comfort in ambiguous, challenging, and sensitive situations. - Ability to communicate effectively around matters of high complexity – both orally and in writing; to read and analyze legal materials and other data; to work in stressful conditions under time deadlines 	<p>Preferred:</p>
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POSITION SCOPE

<ul style="list-style-type: none"> -Directly handles EEO charges and litigation matters -Counsels clients on ongoing compliance and litigation avoidance -Manages relationships and matters with Business Units and outside counsel -Demonstrates superior business knowledge in portions of the business and industry; anticipates and understands trends in areas of law related to the business -Strong leadership skills; ability to work in stressful conditions under time deadlines - Some travel required

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DISCLAIMER

The preceding position description is intended to provide the general nature and level of work to be performed by employees within this classification. It is not intended to be a detailed description of the position or a comprehensive listing of all duties, responsibilities, and qualifications required of employees assigned to this position, nor is it intended to indicate the exact amounts of time an individual will perform various position duties.

APPROVALS

Approved by: _____

Date:
Date:
Date: