



Internal/External Job Posting

Job Number: 005665

Closing Date: January 5, 2020

Resumes received in our office after the closing date will not be considered.

Position Title:	Attorney II/III/IV
Salary Band:	M/N/P
Range:	DOE (Salary will be determined based on experience, qualifications and attributes.)
Work Location & Schedule:	Anchorage This is a regular exempt position on an urban schedule. Relocation benefits may apply.
Number of Positions:	One (1)
Recruiting Contact:	Tracey L. Mueller, Employee Relations Manager Alyeska Pipeline Service Company E-Mail: alyeska_jobs@alyeska-pipeline.com Apply on-line at www.alyeska-pipe.com
Minimum Qualifications:	Applicants must meet or exceed these minimum job requirements to apply for this position. <ul style="list-style-type: none"> ▪ Juris Doctor's degree from a law school accredited by the American Bar Association ▪ Member of the Alaska Bar Association or able to become a member within 1 year of hire ▪ Four (4) years of legal experience in a regulatory practice (preferably in the energy or transportation arena), including experience with agency investigations, adjudications and enforcement actions, permitting, and administrative rulemaking processes and proceedings ▪ Demonstrated experience researching, writing and understanding complex legal issues
Preferences:	<ul style="list-style-type: none"> ▪ Experience with common carrier and/or utility law and regulations ▪ Understanding of public land law ▪ Litigation experience ▪ Experience in drafting and negotiating contracts ▪ Demonstrated ability to prioritize and multi-task for various projects under tight deadlines ▪ Strong record keeping and organizational skills ▪ Solid understanding of legal processes in a highly regulated environment ▪ Strong communication skills ▪ Business acumen
Accountabilities and Specific Requirements:	Under the general direction of the General Counsel & VP, the Attorney II/III/IV is accountable to: <ul style="list-style-type: none"> ▪ Provide legal advice and representation to the company ▪ Support assigned client groups based on subject matter expertise ▪ Protect the company's reputation and business interests and ensure compliance with relevant laws and regulations ▪ Counsel client groups regarding legal implications of proposed business decisions ▪ Manage outside counsel as needed ▪ Stay current on legal trends and changes that impact Alyeska's business ▪ Review, revise, and approve legal provisions of contracts, purchase orders and other legal documents necessary for conducting business ▪ Lead litigation cases either directly or by supervising outside counsel
Knowledge, Skills and Abilities:	<ul style="list-style-type: none"> ▪ Analysis & Problem Solving ▪ External Relations ▪ Leadership skills ▪ Laws and Regulations ▪ Contract Development ▪ Investigations ▪ Negotiations ▪ Written and oral communications ▪ Ethics and compliance
Contributor Level	Individual Contributor



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<p>TAPS Safety Culture</p>	<p><u>Act With Discipline</u> Be prepared to work and arrive to work rested. Complete all pre-job planning steps. Complete all training and qualifications. Follow all required processes and procedures and use the right tools for the job. Complete all post-work activities.</p> <p><u>Take a System View</u> Assess how a task can impact others, seek input, and make all necessary notifications.</p> <p><u>Make Sound Decisions</u> Involve the right people at the right time. Identify if conditions change and act accordingly.</p> <p><u>Learn, Improve, Innovate</u> No task on TAPS is routine; be alert to emerging risks. Communicate hazards and share lessons learned from past experiences.</p> <p><u>Speak Up, Step Up</u> Alyeska fully supports the authority of every TAPS worker to speak up, take action, and stop work, regardless of role or responsibility. Participate in developing and implementing solutions.</p>
<p>Pre-Employment Drug Screen Testing</p>	<ul style="list-style-type: none"> ▪ Alyeska Pipeline Service Company (APSC) requires pre-employment drug testing utilizing hair test collections for all positions. The preferred collection site is from the head (approximately 1/2 inch of hair length necessary). Head hair testing provides an approximate 90 day window of detection that checks for drug use. In addition, for Department of Transportation covered positions, APSC will also utilize urinalysis testing. Any positive drug test makes you ineligible for APSC employment. ▪ It is important to note that APSC does not seek or accept any genetic information as part of the hair testing procedure or any other process that could directly or inadvertently provide genetic information (family medical history).
<p>Employment Verification using E-Verify</p>	<ul style="list-style-type: none"> ▪ Federal Law requires all employers to verify identity and employment eligibility of all persons hired to work in the United States. Alyeska Pipeline Service Company participates in E-Verify. ▪ E-Verify is an Internet-based system that compares information from an employee's Form I-9, Employment Eligibility Verification, to data from U.S Department of Homeland Security and Social Security Administration records to confirm employment eligibility. http://www.dhs.gov/e-verify
<p>TWIC</p>	<ul style="list-style-type: none"> ▪ The Alyeska Valdez Marine Terminal (VMT) is a regulated facility, and the employee hired to work on the VMT or to provide emergency support or other approved work for the VMT will be required to have a Transportation Worker Identification Credential (TWIC). For more information about this Federal credential access the Web site listed below. The successful candidate for this job will be notified if a TWIC will be required and will then be responsible for enrolling and obtaining a TWIC prior to their hire date. http://www.tsa.gov

ALYESKA PIPELINE SERVICE COMPANY IS AN EQUAL OPPORTUNITY EMPLOYER THAT VALUES WORKPLACE DIVERSITY.

Alyeska Pipeline is a drug-free and alcohol-free workplace.

Apply on-line at www.alyeska-pipe.com