Summary
Reporting to SFAA’s General Counsel, the Surety Counsel supports the Association’s mission by promoting the surety industry, advocating on behalf of its interests, performing legal research, and assisting member companies by addressing a broad range of surety related inquiries and drafting responses to onerous construction contracts and bond forms.

Essential Functions

• Review onerous bond forms and construction contracts and draft responses to obligees or appropriate government agencies.

• Conduct legal research arising from member or staff inquiries.

• In coordination with the General Counsel, create educational and marketing materials that promote the use of surety bonds and explain their value.

• Review and analyze proposed regulations and legislation affecting surety bonds and draft comment letters to government agencies and legislators.

• In coordination with SFAA’s Government Affairs staff, review and analyze case law affecting suretyship and assist with drafting proposed amendments to existing statutes to clarify the law or ameliorate any negative impact of the decision.

• In coordination with SFAA’s Government Affairs staff, assist with proposing new legislation, regulations, and policies that will advance and benefit the surety industry.

• Review cases involving surety bonds and draft summaries for dissemination to members and subscribers.

• Co-staff the Contract Bonds Advisory Committee, Surety Claims Advisory Committee and Commercial Surety Advisory Committee, including preparing meeting materials, drafting minutes for assigned committee meetings, drafting committee meeting summaries for the SFAA’s newsletter, and drafting Board of Directors’ reports for said committees.

• Database maintenance for the SFAA’s Claims Hotline, Adjuster Licensing Requirements, and surveys of state laws pertaining to certain lines of commercial surety and/or contract surety.
• Staff the Customs Bond Subcommittee, including attendance at the Customs Surety Executive Committee and the Customs Bond Working Group, preparing meeting materials, drafting minutes for subcommittee meetings, drafting subcommittee meeting summaries for the SFAA’s newsletter, and drafting Board of Directors’ reports for said subcommittee.

Competencies

• Familiarity with surety bonds preferred.
• Strong collaboration skills and ability to work in teams
• Strong Microsoft Office skills (Word, Excel, PowerPoint).
• Excellent written and verbal communications skills.
• Legal research skills and experience with LexisNexis and/or Westlaw.
• Strong attention to detail.
• Flexibility to undertake tasks as assigned.

Required Qualifications

 High ethical standards
 Strong interpersonal relationship skills
 High standard of excellence
 Proven record of success in previous positions.
 Strong, positive reputation
 Excellent multi-tasking skills and ability to work in fast-paced atmosphere with changing priorities.

Supervisory Responsibility

N/A

Position Type

This is a full-time, exempt position.

Required Education and Experience

• Juris Doctor degree from a law school accredited by the American Bar Association.
• 5-10 years of legal experience with a law firm and/or with a company, non-profit or trade association.

Preferred Education and Experience

• 5-10 years of contract and commercial surety legal or construction litigation experience, or its equivalent.

Position Type

This is a full-time, exempt position. Occasional evening and weekend work may be required as job duties demand.
Travel
This position requires up to 15-20 percent travel.

Other Duties
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Please submit resume to: HR@surety.org