

Job Title: ASSISTANT GENERAL COUNSEL

SUMMARY

Provides legal support and assists senior Legal Department counsel and works with Compliance Department and business management staff and outside legal counsel and consultants with alcoholic beverage, sales and marketing, distribution, production, commercial law, and transactional matters and with other legal areas as assigned.

ESSENTIAL FUNCTIONS

- Develops and demonstrates expertise in laws, regulations, and practices in areas of responsibility to effectively provide legal advice, draft and review agreements, and perform other legal functions as assigned.
- Manages or assists in Winery litigation and responds to governmental regulatory inquiries and investigations in areas of responsibility.
- Consults with, supervises, or manages outside counsel as appropriate in areas of responsibility.
- Develops, revises, and conducts legal training programs for business personnel in areas of responsibility.
- Develops cooperative and effective working relationships with Compliance Department and business management and staff in areas of responsibility.
- Responsible for understanding and complying with applicable quality, environmental and safety regulations. If accountable for the work of others, responsible for ensuring their understanding and compliance.
- This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

SUPERVISORY RESPONSIBILITIES

N/A

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM QUALIFICATIONS

- High School diploma or State-issued equivalency certificate.
- Bachelor's Degree.
- A Juris Doctorate plus 7 years of experience substantially in relevant legal areas reflecting increasing levels of responsibility.
- California State Bar member.
- Required to travel when necessary.

PREFERRED QUALIFICATIONS

- Strong academic record in law school, preferably from leading law school.

- Substantial experience representing business clients in a sophisticated law firm practice.
- Demonstrates flexibility and success working in a fast-paced, change-oriented environment.
- Demonstrates strong analytical and critical thinking skills and business acumen.
- Demonstrates negotiation skills and ability to influence and leverage relationships.
- Experience working as a team player and striving for building consensus.
- Able to effectively organize time in order to meet deadlines.
- Skilled at handling multiple projects with a sense of urgency.
- Excellent organizational and verbal and written communication skills.
- Willing to relocate primary residence to Modesto area.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; use hands and fingers to handle or feel; and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms, and stoop, kneel, crouch or crawl. The employee must occasionally lift and move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and color vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.