

**KLAWOCK HEENYA CORPORATION
KHC**

Is accepting applications/resumes for the position
of General Counsel.

DUTIES & RESPONSIBILITIES:

- 1) Prepares or reviews proposed contracts, leases, formal agreements, and other legal instruments to safeguard the corporations interests.
- 2) Reviews the legal aspects of major purchases, aquisition or investments and/of the contents of contracts for purchase, aquisition or investment.
- 3) Initiates legal action against aggressor or defends the corporation in any legal action initiated against it.
- 4) Acts as custodian of corporate documents, contracts, leases, deeds to corporate owned property and all general records other than those required to be kept by other corporation officers.

SKILLS, KNOWLEDGE & ABILITIES:

- 1) Current practical knowledge on case law, statutes and government regulations; Requires current knowledge of State & Federal decisions and applicable Federal Laws and Regulations.
- 2) Ability to draft and revise forms, contracts, and other documents of legal signifigance.
- 3) Ability to prepare or review operating manuals and procedures to ensure compliance with applicable laws and regulations.
- 4) Ability to work closely with all professionals and KHC Board of Directors.
- 5) Knowledge of ANCSA and its effects/requirements of ANCSA corporations.

MINIMUM QUALIFICATIONS:

- 1) Law degree from an accredited institution.
- 2) Member of Alaska BAR.
- 3) 3 - 5 years of experience as a practicing attorney.

**APPLICATIONS WILL BE ACCEPTED TILL NOVEMBER
29th, 1985.**

Please send your Applications/Resumes
to:

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