



## General Counsel

### About Northstar New Jersey Lottery Group

Northstar New Jersey Lottery Group, LLC (NSNJ) is the lottery growth management services provider selected by the New Jersey Lottery to supply game design, sales, marketing, and various other services under a 15-year contract extending through June 2029. International Game Technology (IGT) and Scientific Games (SGMS), the world's leading gaming companies, are members of NSNJ and provide services that help NSNJ support the New Jersey Lottery's operations. Most recently, NSNJ helped the New Jersey Lottery set a new annual sales record of \$3.29 billion and attain the highest level of independent certification for its Responsible Gaming program.

### Overall Objective and Purpose

The General Counsel is the chief legal officer for the company and directs and personally handles all legal and regulatory matters. Supervises and coordinates staff attorneys and outside counsel to achieve positive results. Uses knowledge of lottery laws, rules and regulations, and contractual requirements to counsel business units on maintaining legal compliance. Provides strategic and proactive legal advice and assistance concerning structure, terms, legal risks, negotiation of proposed transactions and contracts with customers, vendors, employees, and business partners.

### Principle Duties and Responsibilities

- Direct all legal and regulatory matters.
- Identify and mitigate risks to company.
- Provide operational and management guidance to senior management and staff.
- Advise and represent on legal strategies, negotiation and settlement of disputes.
- Prepare corporate resolutions and formalities.
- Protect company documents through the Access to Public Records Act, nondisclosure agreements, and retention policies.
- Negotiate, prepare, and review a wide variety of contracts and agreements, including service agreements, licenses, leases, and employment agreements.
- Select, negotiate, manage and evaluate outside counsel engaged to represent the company on contract, transactional, regulatory and other issues involving the company.
- Prosecute, defend, define and settle claims including litigation, administrative proceedings, arbitration, etc.
- Assess work distribution and determine the most cost-effective provision of legal services for inside and outside counsel.
- Assure company compliance with existing contractual obligations.
- Participate in preparing and conducting preventative legal training and compliance and development of supporting policies and procedures.
- Participate in defining and developing corporate policies, procedures and programs and provide continuing counsel and guidance to ensure full compliance with legal and regulatory standards.
- Perform corporate secretary functions, including but not limited to, establishing new subsidiaries and foreign branches, registration and licensing to do business in domestic and foreign jurisdictions, maintain corporate minute books.

- Continually monitor and advise on legal, political, and regulatory changes and developments.
- NSNJ BOM Notices, Minutes, Records
- OPRA Records Access requests, redacted records
- Oversee the development and implementation of New Jersey Lottery's Responsible Gaming Program to ensure compliance with Level 4 commitments
- Oversee promotional/media marketing messaging to ensure it stays within operational guidelines of the New Jersey Lottery
- Manage the development of procurement policies / practices / programs to ensure vendor compliance and competitive pricing
- Manage Corporate Social Responsibility strategy and team to optimize corporate outreach for computer labs/events

## **Education and Experience Requirements**

### **Education**

- J.D. from accredited law school and license to practice law.

### **Experience**

- Minimum of 6 years' law firm, in-house or relevant legal experience
- Experience working with senior organizational management
- Experience managing other attorneys and supervising staff
- *Plus:* experience in a regulated industry
- *Plus:* experience in lotteries or gaming

### **Skills**

- Superb writing and analytical skills
- Excellent interpersonal skills
- Strong business and financial acumen
- Ability to communicate effectively with a variety of constituents, including senior management, employees, external counsel, State board members and staff, contractors, and business partners.
- Ability to promptly and effectively review, analyze, and apply large amounts of information pertaining to operations, transactions, and the company's relationship with the State of New Jersey
- Ability to evaluate issues with legal and business perspectives in mind, taking a practical approach to problem solving
- Commitment to professionalism and teamwork
- Able to handle multiple matters simultaneously and prioritize effectively

Position Location – 1333 Brunswick Avenue, Trenton, New Jersey 08648

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