

Job Description



HAWAII REALTORS®

Position: Staff Attorney
Status: Exempt
Salary Grade:

Position Description

Reports to: Director of Member Services
Division: Member Services
Supervisory Responsibilities: None

Summary –

This position is responsible for implementing and managing the Legal Kokua Line for HAWAII REALTORS®. The Legal Kokua Line is a service available to member Brokers. Researches, analyzes, reviews and formulates answers to general and specific questions for this member service. Nothing in this job description creates an attorney-client relationship between attorney and a member.

Responsible for all aspects of HAWAII REALTORS® Standard Forms Program (SFP) including coordination of the committee, member training and serving as liaison between HAWAII REALTORS® and outside legal counsel on standard forms related items, liaison with Lone Wolf (Transactions zipForm Edition) and other form providers, coordinating the Transactions zipForm Edition User Group and Blog.

Both the Legal Kokua Line and the Standard Forms Program area operate within the HAWAII REALTORS® Strategic Plan which is updated and approved from time to time by the Board of Directors.

Specific Duties –

Legal Kokua Line -

- Provides superior customer service and responds in a timely and efficient manner for all calls relating to Legal Kokua Line for Principal Brokers and Brokers-in-Charge.
- Interprets laws, rulings and regulations for issues facing REALTORS® and communicates with members accordingly. Confers with other HAWAII REALTORS® colleagues to establish and verify basis for appropriate answers.
- Studies and analyzes such topics as property rights, licensing, HAR Standard Forms, sales and purchase issues, ethics, disclosure and compliance issues. Reviews regulatory publications and articles and information from the NATIONAL ASSOCIATION OF REALTORS® to keep apprised of new legal developments.
- May review work reports, papers, rulings and other records prepared by other HAWAII REALTORS® staff, Local Associations, Contract Lobbyist or additional personnel for clarity, completeness, accuracy and conformance with existing policies.

- Selects, orders and catalogs collections of technical books, periodicals and other legal materials.
- May include accurate and timely data entry and tabulation of statistical data for the Legal Kokua Line for Brokers.
- Writes monthly legal articles for website and HAR communication vehicles and updates FAQ (Frequently Asked Questions) as needed but at a minimum, quarterly; creates and expands program to include quarterly webinars, podcasts and informational videos. Update and expand Legal Kokua webpage content on HAR's website, working with the Communications Marketing Administrator and website developer as needed to create an information rich page that members utilize as a source of information.
- Provides monthly reports to the Director of Member Services and the CEO, highlighting trends and patterns.

Standard Forms Program (SFP) –

- Serves as the staff responsible for the Standard Forms Program (SFP) including serving as staff coordinator to the committee, providing guidance in the development and review of all HAWAII REALTORS® standard forms. Keeps up to date on current laws that may impact forms; disseminating this information to the committee for review; and works with committee for appropriate course of action.
- Maintains a review schedule of all HAWAII REALTORS® standard forms to ensure they comply with current real estate law and standards of practice; must be updated as needed but at minimum of annually.
- Serves as the staff liaison to the Standard Forms Committee, providing all levels of support to the committee and its leadership; prepares reports including final drafts of the forms to HAWAII REALTORS® Board of Directors for approval within the established processes, procedures and timelines.
- Maintains Standard Forms Program/Committee webpage to ensure that information is up to date and posted on a timely basis.
- Serves as liaison to vendors to ensure the correct forms are provided to members in a timely manner according to the forms' release dates.
- Assist members with questions on accessing or downloading the designated forms program and other forms related products; scheduled training when needed or applicable on forms and other programs.
- Works with Director of Member Services (DMS) to develop and recommend annual budget for Legal Kokua Line for Brokers and Standard Forms area of HAWAII REALTORS® to the CEO. Works with DMS in overseeing approved LKL and SFP budgets, providing analysis of expenditures and recommendations to enhanced member benefits as well as cost saving solutions.
- Performs other related duties as assigned by the DMS or the CEO, or as required to meet the needs of HAWAII REALTORS® and its membership.
- Performs other related duties as required or assigned; works on various task forces groups (both internal and external) as may be assigned by the DMS or the CEO.

Responsibilities associated with this job will change from time to time in accordance with HAWAII REALTORS® business needs. Therefore, the incumbent may be required to perform additional responsibilities from those set above.

Scope of the Position –

- Reports to the Director of Member Services (DMS) and the Chief Executive Officer (CEO)
- Works regularly with the Director of Operations, Government Affairs Director and the Director Institute Services
- Regular contact with members of the Leadership Team, members of the Board of Directors and Committees
- Regular contact with members and the general public

Knowledge, Skill & Abilities –

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required.

- Holds a Juris Doctor Degree or its equivalent from an accredited law school. Hold a license to practice law in the State of Hawai'i and is in good standing; and three to five years related experience and/or training as a licensed attorney.
- Superior ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Superior ability to write reports, business correspondence and procedure manuals. Superior ability to effectively present information and respond to questions from committees, volunteers, managers and staff.
- Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of instructions in written or diagram form and deal with several abstract and concrete variables.
- Proficient in use of PC, MS Office programs, Adobe Acrobat, Internet and office equipment as well as knowledge of database software.

Mental Demands –

Must communicate in a professional manner while maintaining the image and upholding the policies and procedures of HAWAII REALTORS®. Able to handle multiple tasks, varied personalities, deadline and numerous requests. Ability to interpret critical information to help a wide audience become knowledgeable in relevant HAWAII REALTORS® issues in a timely manner.

Physical Demands –

Substantial sitting, walking, computer screen viewing, finger dexterity for equipment and document handling. Minimum lifting, reaching or kneeling.

Travel –

Must be able to travel from time to time for meetings, events and other activities.

Other –

- Must comply with the State Bar requirements for Continuing Legal Educations in the State of Hawai'i.
- Must not have any professional license terminated or suspended in Hawai'i or in any state.

Office Hours –

HAWAII REALTORS® is open Monday through Friday, 8:00 a.m. to 5:00 p.m.; some evening and weekend hours for approved special events.