

**Port of Benton**  
**Port General Counsel**

**SALARY**

\$75.80 - \$92.03 Hourly

\$13,138.42 - \$15,957.75 Monthly

\$157,661.00 - \$191,493.00 Annually

**LOCATION**

3250 Port of Benton Blvd, Richland, WA

**JOB TYPE**

Full Time

**JOB NUMBER**

COUNSEL2026

**DEPARTMENT**

Executive

**OPENING DATE**

06/23/2026

**CLOSING DATE**

Until filled

**Job Description**

The Port General Counsel reports directly to the Commission. Under their direction, the work is performed in accordance with professional standards, rules of professional conduct, and legal principles. Initiative and judgment are exercised in the application of legal knowledge to specific cases or issues.

This position provides professional legal counsel services and expertise to the Port Commission, Executive Director, and all Port operations and departments; advises elected officials and Port personnel regarding legal aspects of commission meetings, open public meetings act compliance, public contracting, public records

requests and responses, HR/personnel matters, real property management and leasing, environmental and land use issues, tort claims, and financial matters. The position is expected to conduct legal research and provide oral and written advice to the Commission and Port staff; manage outside counsel representing the Port in litigation matters; and handle all other legal and compliance matters.

This position is also expected to ensure that applicable Port policies, local, state & federal laws and regulations and generally accepted business practices, and safety and operational procedures are compliant with the law and followed.

## **Examples of Duties**

- Advises and attends meetings of the Port Commission and Executive Leadership meetings.
- Conducts legal and/or policy research and analysis.
- Develops and evaluates policy options to assist the Port Commission and Port staff in meeting their goals.
- Reviews and research Federal, State and local laws, ordinances, and court decisions; prepares interpretations; and provides legal opinions for Port departments, the Executive Director, and Commissioners.
- Communicates effectively, both orally and in writing, with other Port employees, the Commission, and citizens from various socioeconomic levels.
- Manages outside counsel representing the Port in litigation matters.
- Drafts necessary memoranda, opinions, and resolutions.
- Reviews Port authorizing laws and regulations and recommends changes when legally required or otherwise appropriate.
- Works courteously, cooperatively, effectively and professionally with others in carrying out duties and responsibilities of the position.
- Supports the Contracts Administrator in research, review and preparation of contracts and leases when legal questions arise outside of the normal templated formats.
- Research, review, and prepare resolutions and respond to inquiries submitted by Port departments as requested.
- Competently uses a variety of computer applications pertaining to the legal field, including, but not limited to, word processing, spreadsheets, legal research software, and other applications.
- Supports the Public Records Officer when needed in a timely response to public disclosure requests for public records.
- Responds to public inquiries regarding Port legal requirements, complaints, and other legal issues.

- Prepares oral and written presentations and attends a variety of hearings, meetings, conferences, and other gatherings as requested.
- Exercises sound and ethical judgment in the decision-making processes required of the position.
- Due to internal and external customer service needs, the incumbent must be able to work a full-time schedule, onsite, or telecommute as appropriate, and have regular, reliable, and punctual attendance.
- Works effectively under pressure and with frequent interruptions.
- Completes work and projects in a thorough and timely manner.
- Shows initiative in performing job functions.

## **Qualifications**

### **Minimum Qualifications (Experience / Education Requirements)**

- Graduation from a law school accredited by the American Bar Association, and a minimum of five (5) years of legal experience working for a public or private sector experience in municipal law and related disciplines.
- Member in good standing of the Washington State Bar Association.
- Valid Washington Drivers' License or ability to acquire one within 90 Days.

### **Required Knowledge / Skills / Abilities**

- Excellent research, writing, oral presentation, and organizational skills.
- Proven ability to perform high-quality, objective research and analysis with high levels of self-direction.
- A proactive, creative, flexible, and service-oriented approach to work.
- A demonstrated ability to deal effectively with the fast-paced, high-pressure environment.
- Because of the nature of work, the employee may be required to deal with irate, disgruntled, and sometimes hostile individuals requiring the use of conflict management skills.
- The employee is frequently required to perform work in confidence and under pressure for deadlines and is required to maintain professional composure, tact, patience, and courtesy at all times.
- Extensive senior management-level experience.
- Excellent interpersonal and public communication skills.

- Demonstrated ability to partner and collaborate with a diverse staff and address complex or sensitive situations to advance the goals and strategies of the agency.
- Demonstrated ability to exercise critical thinking, analysis, and management judgment.
- Demonstrated ability to inspire, create, and establish effective working relationships with peers, staff, customers, and diverse constituents.
- Ability to establish and maintain productive working relationships with employees, subordinate managers, consultants, and the general public.