

Position Overview

The Staff Attorney will support the legal and operational functions of the Greater Lafourche Port Commission (the “Port”) under the supervision of the General Counsel. This role involves litigation, legal drafting, regulatory compliance, risk management and lease administration with a focus on protecting the interests of the Port and ensuring adherence to applicable laws, ordinances, and policies.

Key Responsibilities

- Legal Advisory Support
 - Provide legal advice to Port staff and leadership on matters affecting operations
 - Respond to public records requests in compliance with Louisiana Public Records Law
 - Assist in contract drafting, negotiation and administration, including:
 - Tenant and landowner leases
 - Professional service contracts
 - Construction contracts
 - Grant agreements
 - Intergovernmental agreements
 - Formulate and draft:
 - Port Resolutions and Ordinances
 - Port policies
- Represent the Commission in litigation including, but not limited to:
 - Claims for damage to Port property
 - Claims for reimbursement of costs associated with removing sunken vessels pursuant to Port Ordinance 25
 - Eviction proceedings, rental collection, and lease-related litigation
 - Assist in defense of claims asserted against the Port
- Support the Port’s risk management efforts by:
 - Evaluating types and limits of insurance coverage
 - Advising on liability exposure and risk mitigation strategies
 - Coordinating with insurance providers and brokers as needed
- Administrative and Organizational Support
 - Maintain organized legal files and records
 - Track deadlines, litigation milestones, and compliance obligations
 - Collaborate with departments to ensure legal alignment with operational goals
- Reporting Structure
 - Reports directly to the General Counsel
 - Attend meetings of the Board and Committee Meetings of the Port and present task-related updates at such meetings
 - May collaborate with outside counsel, contractors, consultants and Port leadership as directed

Minimum Qualifications

Applicants must possess a current Louisiana license to practice law plus two years of experience as a practicing attorney.