



POSITION DESCRIPTION
Moon Lake Electric Association, Inc.

POSITION TITLE: Legal Team Intern

APPROVED:

DEPARTMENT: Legal

General Manager _____

POSITION GRADE: PT2

Department Manager _____

DATE REVISED: 02/17/2026

Supervisor/Foreman _____

OBJECTIVE

To assist with researching, organizing, and maintaining land and right-of-way records while supporting project documentation and filing.

REPORTS TO: Legal Supervisor

SUPERVISES: None

The **ESSENTIAL JOB FUNCTIONS** for this position include:

1. Assist with researching land and right-of-way records.
2. Help organize and maintain files and project documentation.
3. Support filing of easements, contracts, and other documents.
4. Update databases and ensure records are accurate and current.
5. Track progress on ongoing projects as needed.

POSITION CHARACTERISTICS

A. Fair Labor Standards Act Provisions

The position of the Legal Intern is a non-exempt position under the provisions of the Fair Labor Standards Act and is subject to the Cooperative's policies and procedures pertaining to overtime hours and premium pay.

B. Minimum Qualifications

Abilities: Must be able to communicate clearly and deal tactfully and pleasantly with the general public. Pay attention to detail and follow instructions.

C. Essential Physical and Mental Demands

Physical: Position requires limited physical effort with some lifting or small physical exertion. There are frequent opportunities to relax from any physical exertion or to change position in work activities.

Mental: Position works primarily with concrete (factual) information which must be processed with accuracy and may require communicating such information to others under moderately tense conditions.

Working Conditions: Work is generally performed in an office setting in a controlled environment. The noise level is low, and the work area is not crowded.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.