



## Paralegal-Office Of The General Counsel Job Description

### JOB INFORMATION

Job Code:	111221
Job Title:	Paralegal-Office Of The General Counsel
FLSA Status:	Non-Exempt
Supervisory:	May oversee student, temporary and/or resource workers.
Job Family:	Legal Administration/Services
Job Family Group:	Administration
Management Level:	7 Individual Contributor

### JOB SUMMARY

Monitors corporate matters related to the university and its subsidiaries and affiliates to ensure appropriate actions are taken to maintain corporate formalities. Assists in the planning of and preparation for trustee board and committee meetings. Maintains up-to-date electronic reference files for university attorneys. Assists university attorneys in corporate transactions.

### JOB QUALIFICATIONS:

#### Education

Req	Pref	Degree	Field of Study
X		Specialized/technical training	
	X	Bachelor's degree	

#### Additional Education

*Check here if experience may substitute for some of the above education.*

Combined experience/education as substitute for minimum education

#### Work Experience

Req	Pref	Work Experience	Experience Level
X		1 year	
	X	2 years	

#### Additional Work Experience

*Check here if education may substitute for some of the above work experience.*

Combined experience/education as substitute for minimum work experience

#### Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Certification from ABA approved program/prior experience in litigation.

#### Other Job Factors

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Monitors corporate matters related to the university and its subsidiaries and affiliates to ensure appropriate actions are taken to maintain corporate formalities, under the supervision of university attorneys. Handles annual filings with state and federal agencies and corporate statutory representatives; creates and maintains original and electronic minute books for all subsidiaries and affiliates of the university; plans annual meetings or actions by written consent of corporate directors/trustees; drafts routine resolutions for adoption by boards and committees; prepares director/trustee conflict of interest disclosure requests and organizing responses; responds to information requests from the Office of the Comptroller in connection with subsidiary tax filings; and related responsibilities as assigned.				
Assists in the planning of and preparation for trustee board and committee meetings, including: coordinating with responsible departments to collect and organize meeting materials; drafting routine resolutions for adoption by boards and committees; creating and updating electronic meeting materials; and coordinating with other office personnel to ensure meetings are executed in a professional and polished manner.				
Maintains up-to-date electronic reference files for university attorneys, including information related to the university's boards and committees, subsidiaries, signature authority, and other information as directed.				
Assists university attorneys in corporate transactions, as directed, including the preparation of integral corporate documents required to form, merge, or dissolve corporate entities, including nonprofit corporations and limited liability companies and the organization of information during all stages of transactions, including due diligence, pre-closing, and closing.				
Assists university attorneys in the preparation and filing of UCC filings and handles UCC filing search requests as directed.				
Maintains original and electronic files pursuant to office protocols and as directed. Scans and files documents in electronic document management system ensuring appropriate description, classification, and file location. Provides guidance to other office administrative personnel regarding proper filing procedures.				
Develops and maintains electronic document templates, including letters, memoranda, charts, etc., in collaboration with other office administrative personnel.				
Handles other special projects as assigned.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			No

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.