UNIVERSITY OF SOUTHERN CALIFORNIA
Paralegal - Office of the General Counsel
Job Code: 111221

Grade: 00
OT Eligible: Yes
Comp Approval: 5/28/2015

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 ACCOUNTABILITIES:

*E/M/NA  % TIME

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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.

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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.

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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.

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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.

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Assists university attorneys in the preparation and filing of UCC filings and handles UCC filing search requests as directed.

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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.

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Develops and maintains electronic document templates, including letters, memoranda, charts, etc., in collaboration with other office administrative personnel.

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Handles other special projects as assigned.
Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential:  
☐ No  
☐ Yes  

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.

**JOB QUALIFICATIONS:**

**Minimum Education:**

Specialized/technical training
Combined experience/education as substitute for minimum education

**Minimum Experience:**

1 year
Combined educationperience as substitute for minimum experience

**Minimum Field of Expertise:**

Certification from ABA approved program/prior experience in litigation.

**Preferred Education:**

Bachelor’s degree

**Preferred Experience:**

2 years

**Skills: Administrative:**

Assemble and coordinate manuscripts
Communicate with others to gather information
Compose letters
Coordinate meetings
Establish records
Gather data
Input data
Knowledge of contract and legal documentation
Maintain filing systems
Maintain records
Prepares official documents
Prioritize different projects
Research information
Schedule appointments
Take minutes
Understand and apply policies and procedures
Use database and/or word processing software
Writes memorandums for own signature

Skills: Machine/Equipment:
Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:
May oversee student, temporary and/or resource workers.

SIGNATURES:
Employee: ______________________________  Date: ______________________________
Supervisor: ______________________________  Date: ______________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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