



## Paralegal

### Statement of Duties

The Paralegal's responsibilities will include document preparation and review, legal research, investigations, fact checking, and maintaining files and records.

### Position Functions

*The essential functions and duties listed below are intended only as an illustration of the various types of work that may be performed. The specific omission of specific statements of duties does not preclude them from the position if work is similar, related, or a logical assignment to the position.*

### Essential Functions:

- Meets with attorneys and other professionals to discuss assigned tasks and projects.
- Drafts and/or edits legal documents, including contracts, contract amendments, rules and regulations, legislation, RFPs, grant agreements, NDAs and program materials.
- In consultation with Program leads, Policy Analysts and the Contracts and Accounting Operations Manager, ensures that legal documents are properly filed and monitored for compliance.
- In consultation with Program leads and Policy Analysts and the Contracts and Accounting Operations Manager, makes recommendations on contract renewals, terminations and whether new RFPs should be issued.
- Researches and analyzes statutes, regulations, legal articles, judicial decisions, and other legal sources; provides written analysis to Policy/General Counsel and EOC staff.
- Interviews vendors, consultants and grant recipients prepares summaries of their statements.
- Prepares, organizes, stores, and retrieves board documents, such as monthly minutes, agendas and resolutions.
- Assists attorneys and program and policy analysts with evaluations of proposals and applications.
- Assists with responses to APRA Requests and Open Meetings matters.

### Core Competencies:

- Dependable, trustworthy, flexible, and detail oriented.
- Ability to multi-task, prioritize, organize, and manage time effectively.
- Strong interpersonal and written communication skills.
- Ability to adapt to various demands/situations.
- Highly resourceful team player, yet able to work effectively independently.
- Takes initiative to find solutions and complete assignments.

**Qualifications:**

- Associate degree in paralegal studies or related field required, bachelor's degree in paralegal studies or related field preferred.
- Paralegal certificate required.
- 1-3 years of related experience preferred.
- Excellent computer skills, particularly Microsoft Office Suite.

*Rhode Island Commerce Corporation is an at-will employer; no employment contracts exist.*

*The Rhode Island Commerce Corporation (the 'Corporation') is an Equal Opportunity Employer. The Corporation does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by applicable law. All employment is decided on the basis of qualifications, merit, and business need. The Corporation will not tolerate discrimination or harassment based on any of these characteristics.*

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To be considered for this position, please apply at:

<https://secure.yourpayrollhr.com/ta/co8056.careers?ShowJob=604162372>