



## JOB DESCRIPTION

---

<b>Position Title:</b>	<u>Corporate Paralegal</u>	<b>Department:</b>	<u>Legal</u>
<b>FLSA Status:</b>	<u>Exempt (Salary)</u>	<b>Reports To:</b>	<u>General Counsel</u>
<b>Grade:</b>	<u></u>	<b>Working Status:</b>	<u>Full Time</u>
<b>Effective Date:</b>	<u>June 2019</u>		

---

### **Job Summary:**

The corporate paralegal will support LCSWMA's General Counsel in many facets of municipal authority, municipal, corporate environmental and energy law. Under the direction of General Counsel, who reports to the Board of Directors and CEO, the corporate paralegal will partner with outside legal counsel and operations, finance, contracts, capital projects, human resources, communication, environmental and energy staff, to develop, manage and implement tools and processes in to ensure legal alignment with LCSWMA's strategy and business needs.

### **Job Responsibilities:**

- Advance LCSWMA's mission, philosophy, and commitment to the community by embracing these values and demonstrating them in your everyday activities.
- Proactively support General Counsel to meet legal resource needs within LCSWMA.
- Assist General Counsel and Executive Team in the creation and maintenance of a comprehensive document organizing the guidelines, policies and procedures concerning the business and activities of LCSWMA.
- Assist in preparation for monthly meetings of the Board of Directors by drafting proposed motions, resolutions and issue papers.
- Assist in LCSWMA's business activities by reviewing, revising and drafting requests for proposals, bid documents and contracts.
- Maintain and update LCSWMA's corporate documents including Articles of Incorporation, Bylaws, Minutes, Rules and Regulations, and agreements regarding land usage.
- Maintain and organize LCSWMA's electronic library of contracts and other legal forms.
- Assist General Counsel in overseeing the activities and billings of outside legal counsel in litigation, environmental and energy matter.
- Assist in real estate closings, both sales and purchases, as well as leasing, land development and other real estate matters.
- Assist in collection of accounts receivable as needed.
- Obtain and update knowledge of statutory requirements applicable to the activities of LCSWMA as a municipal authority operating a landfill, two waste-to-energy plants, a transfer station, and a fleet of vehicles, including engagement with the Pennsylvania Municipal Authorities Association and continuing legal education programs.
- Support a culture of safety by performing all responsibilities in accordance with LCSWMA safety policies and procedures and take a proactive approach to ensure a safe working environment for employees and customers.
- Perform all work within Environmental Management System policies in order to comply with procedures.

### **Education, Training or Certification:**

- College degree and a minimum of 3 years' experience as a paralegal working under the supervision of attorneys.
- A paralegal certificate is not required.



## JOB DESCRIPTION

### **Technical Competencies:**

- Strong computer skills (Word and Excel).
- Strong reading, and writing comprehension.
- Excellent verbal and written communication skills.

### **Behavioral Competencies:**

- **Drive for Accuracy and Attention to Detail:** Focuses on accuracy and detail in all activities. Manages, tracks and attends to multiple pieces of information, bringing order and clarity. Specifically, monitors others' work; for example, checking to ensure that procedures are followed.
- **Follow Through.** Shows drive and determination to meet short- and long-term goals.
- **Business Perspective:** Understands the business context that informs planning and decision making.
- **Conceptual Thinking:** Thinks through issues by seeing the pattern or big picture, brings facts and ideas together, and develops innovative or creative insights. Specifically, applies models or theories; for example, using a theory to help understand a situation.
- **Teamwork and Collaboration:** Works cooperatively as part of a team and collaboratively with peers, internally and externally. Specifically, values others' input; for example, actively bringing people together around a specific problem.

*I have read and understand the above position description. This job description is not intended to be, and should not be construed as, an all-inclusive list of responsibilities, skills efforts or working conditions associated with the position. I understand that it does not constitute an employment contract, that my employment is at-will for an indefinite period of time, and that the organization may change wages, benefits, conditions and responsibilities at any time.*

**Employee Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Manager Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_