



## Position Description –International Headquarters

<b>Date</b>	January 12, 2018
<b>Title</b>	Paralegal
<b>Education Requirements</b>	BA degree; paralegal certificate preferred
<b>Experience Required/Desired</b>	2 years
<b>Immediate Supervisor</b>	General Counsel/Karen Minton
<b>Employment Status</b>	<input checked="" type="checkbox"/> Full Time ( <i>40 hours per week</i> ) <input type="checkbox"/> Part Time <input type="checkbox"/> Part Time
<b>Summary of Position</b>	<p><b>Paralegal in the Office of General Counsel performs professional duties associated with the work of the office including but not limited to global real estate matters, corporate filings globally, office organization, file retention/management and support of the work of the General Counsel. This position has functional responsibility for intake from headquarters and the international and USA fields, caseload tracking for OGC and administrative support of the OGC.</b></p>
<b>Essential Functions</b>	<ol style="list-style-type: none"> <li>1. Manage and lead global real estate closings of world church and jurisdictional and affiliate properties</li> <li>2. Maintain and manage tracking system OGC for global church</li> <li>3. Supervise OGC volunteers; currently 7 volunteers with responsibilities related to child protection, admin office support for Risk Manager and OGC, records retention</li> <li>4. Oversee OGC vault and files management for the global church</li> <li>5. Responsibility for phone and email response on behalf of OGC</li> <li>6. Manage Houses of Worship (HOW) program with ongoing evaluation, updates and monitoring</li> <li>7. Manage corporate registrations USA and track international registrations</li> <li>8. Manage tax payments for world church properties and HOW properties</li> <li>9. Oversee and manage template distribution and use to USA field interfacing with USA Bishop, FSMs and jurisdictional and congregational leaders</li> <li>10. Prepare check requests, pay invoices</li> <li>11. Execute paralegal responsibilities for the international church in collaboration with corporate counsel, outside counsel, title companies, real estate professionals and church leaders</li> <li>12. Assist GC with litigation and caseload management</li> </ol>

<b>Competencies/Skills</b>	<ol style="list-style-type: none"> <li>1. Relates well with others</li> <li>2. Ability to balance priorities</li> <li>3. Composure</li> <li>4. Decision quality</li> <li>5. Problem solver</li> <li>6. Professional expertise</li> <li>7. Integrity and trust</li> <li>8. Priority setting</li> <li>9. Self-starter</li> <li>10. Written and verbal communication skills</li> <li>11. Organizational agility</li> <li>12. Cultural sensitivity</li> </ol>
<b>Supervisory Responsibility</b>	<input checked="" type="checkbox"/> Yes for volunteers <input type="checkbox"/> No <p>If yes, please say how many staff and what positions are being supervised.  Currently supervises 7 volunteers who handle admin responsibilities for OGC and intake and processing of Youth Worker Applications.</p>
<b>Other Duties</b>	Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Other duties, responsibilities and activities may be assigned when necessary.
<b>Overtime Status</b>	<input type="checkbox"/> Ministerial position <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt
<b>Benefit Eligibility</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Eligible for all benefits