



Position Description –International Headquarters

Date	September 29, 2020
Title	Paralegal
Education Requirements	BA degree; paralegal certificate preferred
Experience Required/Desired	2 years
Immediate Supervisor	General Counsel
Employment Status	<input checked="" type="checkbox"/> Full Time (40 hours per week) <input type="checkbox"/> Part Time <input type="checkbox"/> Part Time
Summary of Position	<p>Paralegal in the Office of General Counsel (OGC) performs 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, management of requests for OGC assistance from church headquarters and local jurisdictions, and administrative support of the OGC.</p>
Essential Functions	<ol style="list-style-type: none"> 1. Manage and lead global real estate closings of world church and jurisdictional and affiliate properties 2. Management of intake requests for OGC assistance from church headquarters and the international and USA fields 3. Maintain filing and files management for OGC 4. Manage OGC's responsibilities regarding intra-church loan program 5. Maintain church corporate registrations and filings in USA and track international registrations and filings 6. Collaborate with church leaders on property tax filings and exemptions for church properties in USA 7. Communicate with local and church leadership on general requests for OGC support 8. Monitor OGC budget and manage office expenses and outside legal fees 9. Assist OGC attorneys with litigation and caseload management 10. Provide general support of OGC responsibilities for the international church in collaboration with OGC attorneys
Competencies/Skills	<ol style="list-style-type: none"> 1. Relates well with others 2. Ability to balance priorities 3. Composure 4. Decision quality

	<ul style="list-style-type: none"> 5. Problem solver 6. Professional expertise 7. Integrity and trust 8. Priority setting 9. Self-starter 10. Written and verbal communication skills 11. Organizational agility 12. Cultural sensitivity
Supervisory Responsibility	<input checked="" type="checkbox"/> Yes, for volunteers <input type="checkbox"/> No <p>May provide some supervision of volunteers who handle admin responsibilities for OGC and processing of Registered Children and Youth Worker Applications.</p>
Other Duties	<p>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.</p>
Overtime Status	<input type="checkbox"/> Ministerial position <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt
Benefit Eligibility	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <p>Eligible for all benefits</p>