

# Job Description

Title: Senior Corporate/Compliance Paralegal Cost Ctr: *CAO/Legal*

Work Location: Addison, TX Position Status:  Full-time  Part-time

Division & Department: Corporate Services/Legal

Position Reports to: Chief Administrative Officer & General Counsel

## **JOB SUMMARY**

This position supports the legal department and administrative affairs of the Company that are delegated by the Chief Administrative Officer & General Counsel with a focus on corporate governance and compliance matters. Responsibilities include formation of domestic and foreign legal entities, drafting, maintaining and overseeing all related records, reporting and filing obligations. This position further supports a broad range of government and regulatory compliance matters including U.S. federal government agencies, Anti-Corruption and Anti-Bribery compliance, Global Data Privacy matters and various local foreign regulatory matters. This position works independently and manages relationships and ensures that the legal affairs of the Company are attended to in an effective and efficient manner.

## **JOB FUNCTIONS**

The essential functions listed below are representative of the functions that must be performed in order to satisfactorily fulfill the purpose of this job. Additional functions and duties may be assumed or assigned from time to time.

- Preparation and review of documentation to support formation of domestic and foreign legal entities
- Organize and maintain books and records for all legal entities and entity organizational charts and interact with external support parties
- Responsible for periodic/annual reports and filings for entities and regulatory and compliance matters and maintaining master calendar/status reports
- Tracking applicable regulatory compliance requirements for foreign entities and related to foreign operations
- Assist on an “as-needed” basis in protecting the Company against legal risks and supervised efforts in areas of law including commercial transactions, general corporate matters, corporate governance and recordkeeping, intellectual property (patent/trademark prosecution), regulatory compliance, employment laws and related US based and global compliance requirements, litigation & claims and anticipating new or changed demands for services
- Provide support and assistance for administrative filings and compliance updates related to U.S. Department of Defense Security Clearance
- Provide general support and assistance for internal annual compliance initiatives and training needs
- Prepares own work, without separate clerical support and assists with other duties as assigned

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## **KNOWLEDGE, SKILLS AND ABILITIES** [education, certification, experience, general skills]

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required to satisfactorily perform the essential functions of this job.

The Senior Corporate/Compliance Paralegal shall possess Bachelors' Degree and a paralegal certificate from an accredited Paralegal Studies program and minimum 7 years of proven experience in a corporate legal department or law firm. Strong business aptitude and ability to understand functional operations with the corporate environment is a plus.

Possess strong self-initiative and desire for excellence with a focus on delivering high quality and efficient legal services to management of the Company, strong oral and written communications skills and excellent management, self-discipline, teamwork, delegation and a wide degree of flexibility and thoughtfulness with problem solving abilities. Ability to present ideas clearly with a particularly high level of attention to detail.

Additional job skills and capabilities include:

- Excellent personal computer skills and extensive knowledge and working experience with Microsoft® Office (Outlook, Word, Excel and PowerPoint) and familiarity with Microsoft SharePoint.
- Ability to maintain the highest level of confidentiality
- Ability to work under pressure, handling multiple and competing priorities simultaneously
- Ability to plan, organize, and accurately prioritize work
- Ability to analyze and interpret state and federal regulations and contract requirements and disseminate information in a comprehensible form to target audience
- Dependability – consistently at work on time, follows instructions and responsive to direction and instruction
- Assists with wide variety of departmental administrative and legal matters, including the planning, organizing and managing of work activities
- Relies on extensive experience and judgment to plan and accomplish goals and performs a variety of tasks subject to supervision by the General Counsel and maintains an integral relationship with clients through regular contacts
- Possesses strong Interpersonal skills –listens to others, works well in a team environment
- Superior attention to detail in composing and proofing materials

## **WORK REQUIREMENTS**

The work environment characteristics are representative of those an employee encounters while performing the job. Authentix is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA), the ADA Amendments of 2008 and all applicable state and local laws concerning disability accommodation. Reasonable accommodations will be provided to individuals with known physical or mental disabilities if such accommodations are

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requested and would not impose an undue hardship on the company, and would enable the individual to apply for, or perform, the essential functions of the position in question.

Environment: Work is performed primarily in a standard office environment. Employees may work under the stress of regular interdepartmental interaction and pressure to meet various deadlines.

## **NOTIFICATION**

This Job Description is intended to describe the general nature and level of work being performed by people assigned to this job and is not considered an exhaustive list of all responsibilities, duties and required skills. This Job Description does not constitute an offer of employment. The employment relationship between the Company and its employees is "At-Will" and based on mutual consent. Authentix, Inc. is an Equal Opportunity Employer.