**Requisition #:**  191124  
**Title:**  Paralegal  
**Department:** Legal  
**Grade:** ADM10  
**Posting Date:**  December 27, 2018  
**Status:**  Non-Exempt  
**Shift:**  Days  
**Union:**  Non-Union  
**Hours:**  32  
**Shift Length:**  8 hours  
**Location:**  UMass Memorial Health Care - 1 Biotech Park, Worcester, MA  
  
*UMass Memorial Health Care is the largest health care system in Central Massachusetts. We are the clinical partner of UMass Medical School, with access to the latest technology, research and clinical trials. Our health care system includes four hospitals:*

* *UMass Memorial Medical Center (Worcester)*
* *UMass Memorial HealthAlliance-Clinton Hospital (Clinton, Fitchburg and Leominster)*
* *Marlborough Hospital (Marlborough)*

*In addition to our fully equipped medical centers, our system also includes home health and hospice programs, behavioral health programs and community-based physician practices.*  
  
**Position Summary:**

Responsible for a wide array of paralegal functions for a large health care system under the direction of attorneys in the Office of General Counsel. Conducts legal research, and drafts and reviews contracts, memoranda, policies and other documents as directed. Handles matters related to corporations and governance, major transactions, contracts, real estate, employment and litigation.

**Position Qualifications:**

* Associate’s or Bachelor’s Degree from an accredited college required.
* Certificate of Paralegal Studies from an accredited college preferred.
* Minimum five (5) years of work experience as a business or corporate paralegal including experience that provides proficiency in the areas of responsibility listed in this description
* Detail oriented with excellent organizational skills
* Effective oral and written communication skills
* Strong prioritization skills and the ability to effectively manage multiple tasks and priorities, and the ability to quickly adjust to shifting priorities and demanding deadlines when necessary
* Ability to maintain strict confidentiality

**Major Responsibilities:**

* Prepares standard form contracts and reviews non-standard contracts and real estate leases in consultation with attorneys.  Works through contract issues with business owners.  Facilitates assignment of contracts and leases to attorneys.  Maintains records of contracts reviewed and/or prepared by the Office of General Counsel.
* Assists attorneys with due diligence, document preparation and compilation, and related support for complex corporate, real estate, and finance transactions.
* Prepares and files annual reports and other necessary corporate documents with Secretary of State Offices.
* Assists clients with general business questions.
* Maintains corporate books and records.
* Prepares, maintains, and tracks retainer agreements with outside counsel at the request of the General Counsel.
* Assists the legal team on corporate governance matters including the preparation of votes, executive summaries and other documents.
* Assists with preparation, review, and production of legal and other documents for use by attorneys.
* Creates and maintains corporate organizational charts.
* Conducts legal research and prepares reports or summaries of such research for attorneys and others.
* Prepares drafts of articles of incorporation, mergers, dissolutions, corporate bylaws and amendments for review, approval, and use by attorneys.
* Issues and maintains records of litigation holds issued by the Office of General Counsel.
* Assists with responses to requests for records from government agencies.
* Assists with subpoena responses.
* Prepares exhibits and assists attorneys in regulatory and court proceedings.
* Works as a team with other Office of General Counsel paralegal.  Provides administrative back up for legal secretaries/administrative assistants as necessary.