



## POSITION DESCRIPTION

**DEPARTMENT/LOCATION:** Dallas

**JOB TITLE:** Corporate Paralegal

**FLSA STATUS:** Exempt

**REPORTS TO:** CFO

**SUPERVISES:** NO

**DATE:** 8/15/2018

### POSITION SUMMARY

The corporate paralegal will utilize knowledge of legal concepts and procedures to perform various paralegal, administrative, and clerical functions, which requires strong organizational and project management skills. Paralegal will work closely with Chief Financial Officer and members of the Company, as well as outside legal counsel with the closing of complex commercial mortgage loan and real estate acquisitions and sales transactions, real estate development, construction, and various other matters. Paralegal will work closely with Chief Financial Officer in connection with governance matters, corporate record book management and subsidiary management. Paralegal will present information and respond to questions from groups of managers, clients, customers, and the general public.

### ESSENTIAL DUTIES

The following is an overview of responsibilities and expectations and is not an exhaustive list of specific job details:

- Coordinate closing logistics including preparing closing checklists and overseeing execution of documents while organizing closing documents binders and contacting and communicating with title companies, attorneys, government agencies, etc.;
- Prepare documentation for formation, amendments, withdrawals, mergers, and dissolution of corporations, partnerships, and/or limited liability companies;
- Process legal documents and maintain files of relevant documents, monitor case schedules and filing deadlines, as well as draft correspondence to support the day to day business activity.
- Support all aspects of licensing and compliance, including annual reports, including researching compliance criteria, preparing licensing and compliance documents, and working with state and local officials on an ongoing basis;
- Corporate and partnership record maintenance (i.e.: annual filing requirements, trademark filings, etc.) in compliance with state and federal laws;
- Maintain list of ongoing and historical legal cases, active corporate entities, terminated entities and transferred entities;
- Prepare quarterly investor reports for distribution maintaining master list of active/former investors;
- Assist in the preparation and mailing of annual corporate tax returns;
- Review legal documents related to acquisitions, leases, regulatory matters, contracts, NDA, etc.;
- Regularly track, add or edit information relating to assigned projects, bankruptcy and litigation matters;

- Manage corporate governance, minute books and other documents pertaining to legal processes and issues;
- Assist with filings, document revisions, correspondence, and other clerical functions to improve the efficiency and performance of the department;
- Other duties as assigned.

#### **EDUCATION / EXPERIENCE**

- Bachelor's degree in a related field
- 5+ years' experience as Paralegal in a corporate environment preferably in the commercial real estate industry.

#### **SKILLS / COMPETENCIES**

- Read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Exceptional organizational and interpersonal skills with a preference for working in a fast-paced environment, operating at times with little to no direction in an environment that is heavily computer-based, with strict time constraints, and following established guidelines for case and matter management.
- Professional demeanor and ability to construct professionally written and oral communications.

#### **CERTIFICATES, LICENSES AND REGISTRATIONS**

- Current/valid Paralegal Certification Required.

**NO AGENCIES. NO PHONE CALLS.**  
**SUBMIT RESUMES TO [CAREERS@CYPRESSEQUITIES.COM](mailto:CAREERS@CYPRESSEQUITIES.COM)**  
**EOE**