

# Paralegal, InfoSystems, Inc.

## Job Primary Objectives:

- Basic overview

In this position you will be working mainly with the Corporate Attorney and Director of Human Resources to help with various legal tasks related to InfoSystems, Inc. and its subsidiaries. You will be expected to research and draft diligently in respect to various topics from employee policy manuals to Promissory Notes to Sale of Goods Agreements to correct employee review processes.

## YOU MUST POSSES PROFICIENCY IN:

- Basic Microsoft Office Proficiency: Word, Excel, Powerpoint, Outlook, etc.
- Be familiar with using a legal research tool such as Westlaw or Lexis.
- Experience in business law is preferred but not required
- Experience in Labor & Employment Law Preferred, but not required
- Superior Verbal and Written Communication
- Ability to Organize and Manage Time
- Documentation
- Bachelor's Degree or Associates Degrees preferably in Legal Assistance Studies or a similar field
- Preferable previous experience as a Paralegal, but not required.

- **Job duties include:**

- Researching various legal issues on Westlaw Practical Law Connect
- The various legal issues to be researched may include everything from employee policy manuals, to proper firing procedures, to mergers and acquisitions, etc.
- Summarizing and/or drafting policies based upon the research done on the various issues in a manner that can be assimilated amongst the whole population of the company after review by the attorney
- Daily reporting to the attorney to update on status of projects
- Drafting complaints, motions to dismiss, discovery requests, etc.
- Responding to various complaints
- Review complex business contracts between vendors and resellers to the point of being able to catch things such as mark-up and FOB.
- Drafting educational materials for management and employees in understandable terms.

Disclaimer: The employer may need to adjust tasks and duties as necessary based on the needs of the company and may change without notice.

## Reporting Relationship

- You will be reporting to the Corporate Attorney, COO (or Equivalent), or CEO.

## Job Classification:

- non-exempt
- hourly and pay grade dependent upon experience and/or education
- Part-Time
- Permanent position

## **Physical Requirements**

- This job will require a significant amount of sitting and looking at a computer for several hours a day at a standard desk

## **Location**

- Chattanooga, Tennessee and on-site

**Disclaimer:** InfoSystems, Inc., is an Equal Opportunity Employer. We do not discriminate based upon based on race, religion, gender, national origin, sexual orientation, familial status, age, handicap, marital status, etc.

*If you are offered this position, you and your position supervisor will sign this job description. Your signature will be your statement that you understand the terms set forth above, meet the requirements, and are ready, willing, and able to fill the role set forth above.*