

Let's Go, Triangle!

Triangle Transit is now



Triangle

Paralegal

Position Opening: Durham, NC.

GoTriangle, the regional public transportation organization for Wake, Durham, and Orange counties seeks a Paralegal. This position performs a variety of legal research, property management and document preparation activities to support GoTriangle's Office of the General Counsel.

Responsibilities include (but not limited to):

- Providing legal and administrative support for the drafting and management of Agreements and amendments necessary for the implementation of the Wake County Transit Plan.
- Assisting in property management activities regarding real property and buildings either owned or to be acquired by GoTriangle, including drafting of leases, financial tracking of payments, maintenance costs and repairs, and discussing pertinent matters with tenants.
- Researching information from various sources to support ongoing development of legal documents, and assisting in the drafting of contracts, research memos, correspondence and similar documents. The Paralegal should also be able to research case law, under minimal direction, as it relates to assigned legal inquiries; analyze and organize documents in preparation for meetings, hearings, or litigation, and interview witnesses.
- Acting as liaison between and a resource to departments within GoTriangle, external stakeholders, and citizens regarding real property matters. The Paralegal will also be coordinating requests for legal assistance, contracts, lawsuits, administrative hearings, and other related issues.
- Working under minimal guidance, supervision and professional diligence, to find solutions to complex legal, professional, technical and administrative problems using a variety of informational sources and exercising creativity.
- Performing all paralegal functions dealing with sensitive or confidential matters. The Paralegal will be organizing work flow, prioritizing calendars, maintaining files as necessary, and reasonably providing paralegal assistance to attorneys as requested.
- Performing other duties as assigned by the General Counsel.

This position requires an Associate's Degree in Business Law, Administration, Public Administration, or Political Science from an accredited college or university. A Paralegal

Certification from a program of paralegal studies as approved by the General Counsel or the State of North Carolina is a plus. Required experience is a minimum of five (5) or more years of progressively responsible paralegal experience to include two (2) or more areas of law, with substantial legal experience in the areas of contracts or real property. The Paralegal will be detail oriented and has job knowledge and experience in drafting and managing agreements, contracts, and legal memorandums. A high level of proficiency conducting electronic and manual legal research (systems, materials, and equipment to be used) and in performing complex professional, technical, and administrative work is essential. The candidate should have the ability to compose documents using strong word processing and related computer skills, as well as the ability to use a wide range of office equipment. Salary range is \$40,622 - \$75,956 and a comprehensive benefits package is offered.

Qualified applicants can email cover letter and resume to jobs@gotriangle.org.

No phone calls or 3rd party solicitations, please. EOE.