

# SENIOR PARALEGAL

## Corporate – Capital Markets / PCR

**PeopleSoft Job Code / Title:** 2101 / Senior Paralegal  
**Facebook Title:** Senior Paralegal  
**Department / Subdepartment:** Legal Professional and Paralegal / Corporate  
**Organizational Relationship:**  
**FLSA Status:** Non-Exempt  
**UCM Level:**  
**Last Updated:** 2026

### Role Overview

The Senior Paralegal (Corporate – PCR) provides highly experienced support, under attorney supervision, in public company representation, securities law compliance, capital markets transactions, corporate governance, and related corporate matters. Drawing on extensive knowledge of SEC reporting and filing requirements, governance, and capital markets processes, the Senior Paralegal coordinates sophisticated matters, serves as a resource to attorneys and paralegals, mentors junior team members, and contributes to practice group processes and best practices.

### Essential Duties and Key Responsibilities

*“Essential duties” are those that an individual must be able to perform with or without reasonable accommodation.*

- Provide highly experienced legal and procedural support in connection with public company representation, securities law compliance, capital markets transactions, corporate governance, and general corporate matters
- Draft, review, and finalize SEC filings, corporate governance documents, securities and transactional documents, and related materials
- Coordinate public and private securities offerings and other capital markets transactions, including due diligence, transaction execution, regulatory filings, and closing processes
- Support public company reporting and compliance obligations, including periodic and current reports, proxy statements, Section 16 filings, and related SEC filing processes
- Support corporate governance, annual meeting, and proxy processes, including board and committee materials, governance records, shareholder materials, and related filings
- Lead reviews of corporate, governance, securities, and transactional records in connection with public company reporting, securities offerings, acquisitions, financings, and other corporate transactions
- Track and drive regulatory deadlines, key dates, and deliverables across multiple client matters and transaction timelines
- Support stock exchange compliance, corporate actions, securities ownership reporting, and related regulatory matters
- Promote effective work practices, work as a team member, and show respect for co-workers

### Knowledge, Skills & Abilities

- Deep substantive, procedural, technical, and practice-specific expertise, with the ability to perform the most complex paralegal work with minimal direction and navigate novel or challenging issues within areas of specialization

- Advanced proficiency with relevant legal technology, applications, research tools, and firm systems, with the ability to select and apply appropriate tools to sophisticated work requirements and adapt to relevant new technologies
- Ability to consistently produce accurate, high-quality work across multiple complex workstreams with minimal need for supervision, correction, or revision
- Ability to organize and coordinate multiple complex and high-priority workstreams, anticipating competing demands, dependencies, capacity needs, and changing priorities
- Ability to take ownership of the most complex workstreams, anticipate requirements and risks, evaluate alternatives in ambiguous or challenging situations, proactively resolve issues, and drive work through completion with minimal direction
- Highly effective communication and client-service skills, with the ability to anticipate evolving needs, manage expectations across complex workstreams, build enduring trust-based relationships, and serve as a trusted advisor within areas of expertise
- Resourcefulness and extensive knowledge of firm resources, processes, technology, and internal expertise, with the ability to navigate complex or unfamiliar problems, identify practical solutions, and implement improvements to how work is performed
- Recognized subject matter expertise within one or more areas of specialization, with the ability to serve as a technical resource to attorneys and paralegal colleagues, maintain current knowledge of relevant developments, and share expertise and best practices
- Leadership skills, including the ability to mentor and coach paralegals across experience levels, coordinate and help distribute work, provide appropriate direction and oversight, and adapt support to the experience, capabilities, and needs of others

### **Position Specifications**

#### *Typical Experience*

- Minimum of 6 years of experience as a paralegal required, preferably in a law firm setting

#### *Education*

- Bachelor's degree or equivalent required
- Paralegal certificate from an ABA-approved program or signed declaration required if located in a California office

### **Working Conditions and Physical Demands**

- Work is performed in a professional office environment in accordance with the Firm's hybrid work schedule and in-office expectations
- Ability to work outside regular business hours, including evenings and weekends, as business needs require
- Ability to travel as needed
- Regular and sustained use of a computer and other standard office technology
- Ability to move throughout the office and other work locations as needed to perform the essential functions of the position

The statements contained in this position description are not necessarily all-inclusive; additional duties may be assigned, and requirements may vary from time to time, and from location to location.