

Senior Paralegal (Corporate)

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 Corporate Paralegal provides advanced legal and procedural support to attorneys on complex corporate and transactional matters, including entity and corporate matters and transactions from preparation through closing and post-closing. Working under attorney direction with a high degree of independence and responsibility, this role coordinates significant paralegal workstreams, anticipates requirements, and addresses procedural and workflow issues to support efficient, high-quality execution. The Senior Corporate Paralegal also serves as a trusted resource to attorneys and paralegal colleagues and contributes to mentoring, knowledge sharing, training, and onboarding.

Essential Duties and Key Responsibilities

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

- Coordinate paralegal support for sophisticated corporate and transactional matters from inception through closing and post-closing
- Prepare and coordinate complex corporate, organizational, governance, and ancillary transaction documents using applicable forms and precedents; review materials for accuracy, completeness, consistency, and procedural requirements
- Coordinate complex entity formations, restructurings, conversions, mergers, qualifications, dissolutions, and other corporate actions, including related organizational documentation and filings
- Coordinate transaction execution, closing, and post-closing processes, including developing checklists; tracking documents, signatures, approvals, certificates, filings, closing conditions, dependencies, and deliverables; and facilitating completion of outstanding requirements
- Coordinate transactional due diligence and corporate record reviews, including organizational, governance, capitalization, and transaction documents; information requests; virtual data rooms; and tracking of diligence materials and outstanding items
- Prepare and coordinate corporate, securities, regulatory, and other filings, including addressing procedural requirements and coordinating with government agencies, local counsel, filing agents, and other service providers
- Serve as a paralegal resource regarding corporate and transactional processes, entity matters, corporate records, closings, filings, forms, precedents, and other procedural aspects of corporate matters

Knowledge, Skills & Abilities

- Deep substantive, procedural, technical, and practice-specific expertise, with the ability to apply that expertise to 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
- Strong attention to detail and quality-control skills, with the ability to consistently produce accurate, high-quality work across multiple complex workstreams with minimal need for supervision, correction, or revision
- Strong organizational and coordination skills, with the ability to manage multiple complex and high-priority workstreams while anticipating competing demands, dependencies, capacity needs, and changing priorities
- Demonstrated ownership, responsiveness, and sound judgment in managing the most complex workstreams, anticipating requirements and risks, evaluating alternatives in ambiguous or challenging situations, proactively resolving issues, and driving 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 improve efficiency, consistency, or quality of work
- 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
- Informal leadership skills, including the ability to mentor and coach paralegals across experience levels, coordinate and appropriately delegate work, provide 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.