



JOB TITLE: Paralegal

STATUS: Non-Exempt

Type: Full Time

The Paralegal has an intricate and valuable role within the law firm. The role of the Paralegal is to provide assistants under the direction of an attorney, with minimal supervision. The paralegal provides a range of legal support by conducting research and gathering the appropriate documentation. The ideal candidate will have high level communication skills (written and verbal) with experience in corporate transactions, start-ups and corporate governance; document drafting preferred.

Duties include but are not limited to:

- Preparing and drafting all manner of documents in connection with the formation and representation of early stage companies under the supervision of an attorney (charters, bylaws, qualification applications, written consents, stock agreements, stock option plans, stock option agreements, etc.).
- Assisting attorneys in equity and debt financings (closing checklists, signature page packets, ancillary documents, etc.) and preparing closing binders.
- Maintaining corporate minute books/records, stock ledgers, stock option ledgers and capitalization charts.
- Preparing and filing documents with the North Carolina and Delaware Secretaries of State and other states as needed.
- Ordering certified formation documents, good standing certificates and UCC searches directly from states and from third party service providers.
- Preparing written resolutions and minutes of Board of Directors and Shareholder meetings.
- Applying for EDGAR access codes with the Securities and Exchange Commission.
- Preparing and filing required Form D notices with the Securities and Exchange Commission and other state jurisdictions.
- Researching federal and state securities laws.
- Communicating with and responding to clients both orally and through written communications.

Qualifications:

- Proficient in Word and Excel
- Highly organized and detail-oriented.
- Proactive and able to take ownership of work product.

Education:

- Bachelor degree minimum or equivalent related work experience
- ABA approved Paralegal course of study or North Carolina State Paralegal Certification.

Please send your resume along with a writing sample to Jennifer Stogran at jstogran@smithlaw.com. *Smith Anderson is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.*