

## JOB DESCRIPTION



**Job Title:** Paralegal – Litigation  
**Department:** Legal  
**Reports to:** General Counsel  
**Direct Reports:** None  
**Date Prepared:** January 2019

<b>Job Summary</b>	Provide general assistance and support in litigation and risk management, as well as real estate and corporate legal matters.
<b>Essential Functions</b>	<p><u>Risk Management Support:</u></p> <ul style="list-style-type: none"> <li>• Respond to inquiries regarding insurance coverage requirements and broker questions.</li> <li>• Manage annual insurance renewal process including document gathering.</li> <li>• Maintain insurance policy files, property schedules, and vehicle schedules.</li> <li>• Review and approve invoices for payment; maintain invoice schedules; review loss run reports; and monitor letters of credit.</li> <li>• Request certificates of insurance.</li> <li>• Report claims to insurance carriers and monitor claim status.</li> </ul> <p><u>Litigation Support:</u></p> <ul style="list-style-type: none"> <li>• Prepare litigation reports for General Counsel; participate in quarterly status updates with General Counsel and auditors.</li> <li>• Fact-finding/investigation of pending and threatened claims and litigation matters, including location and assembly of documents and discovery materials.</li> <li>• Develop strategies with outside counsel and make recommendations to management.</li> <li>• Serve as corporate representative at mediation, arbitration and trials.</li> <li>• Monitor foreclosure files.</li> <li>• Coordinate and direct file organization, archiving and retention, as well as maintenance of releases and settlement documents.</li> <li>• Maintain calendar regarding hearings, deadlines and other litigation matters.</li> <li>• Assist with many aspects of litigation including research, compliance, and drafting of documents.</li> </ul> <p><u>Contract/Corporate Support:</u></p> <ul style="list-style-type: none"> <li>• Assist with preparation of service agreements and construction contracts.</li> <li>• Assist with subsidiary management and intellectual property/trademarks.</li> </ul> <p><u>Miscellaneous Duties:</u></p> <ul style="list-style-type: none"> <li>• General support of all levels of internal legal department; including, but not limited to routine administrative assignments on an as needed basis.</li> <li>• Document drafting, organization and maintenance.</li> </ul>
<b>Education and Experience</b>	<ul style="list-style-type: none"> <li>• Associate’s Degree or equivalent professional experience.</li> <li>• 5 years of Legal Assistant experience supporting corporate office or law firm.</li> </ul>
<b>Knowledge, Skills, Abilities</b>	<ul style="list-style-type: none"> <li>• High level of proficiency using Microsoft Word, Excel, and PowerPoint required.</li> <li>• Outstanding organizational, interpersonal, and administrative skills. A positive, energetic, flexible and service-oriented attitude is absolutely necessary.</li> <li>• Excellent attention to detail with the ability to multi-task.</li> <li>• Excellent telephone, writing, and proofreading skills.</li> <li>• Must be self-motivated and able to meet deadlines under pressure.</li> <li>• Highly important that all job duties be performed with a high level of confidentiality.</li> <li>• Must have the ability to work as part of a team, as well as to work independently.</li> </ul>
<b>Physical Demands</b>	<ul style="list-style-type: none"> <li>• Ability to operate normal office equipment.</li> <li>• Extensive use of computer.</li> <li>• Ability to operate a motor vehicle.</li> <li>• Ability to travel.</li> <li>• Ability to sit for extended periods of time.</li> </ul>

	<ul style="list-style-type: none"><li>• Ability to lift up to 15 lbs.</li></ul>
<b>Working Conditions</b>	Normal office environment, with occasional travel to other office locations.

*The above statements are intended to describe the general nature and level of work being performed and are not an exclusive list of all duties and responsibilities. The St. Joe Company reserves the right to amend and change responsibilities to meet business and organizational needs.*