The Nature Conservancy

POSITION DESCRIPTION

POSITION TITLE:    Paralegal Asia Pacific/North Asia Region
JOB TITLE:        PARALEGAL I
JOB FAMILY:      Legal
JOB NUMBER:      350001
SALARY GRADE:  4
FLSA STATUS:   Non-Exempt

BASIC QUALIFICATIONS:
• Associate’s degree in paralegal studies OR equivalent qualifications acquired through coursework and/or related job experience.
• Experience with MS Office, Word and Excel.
• Experience working with legal documents

For specific positions, all advertisements must include actual qualifications (modified from the basic qualifications in the generic job descriptions). In addition, it must be ascertainable from the resumes whether or not candidates possess the basic qualifications.

ESSENTIAL FUNCTIONS:
Assists Conservancy attorneys for North Asia and Asia Pacific by performing work that requires knowledge of legal concepts and expertise regarding the legal system and substantive and procedural law as applicable for this position.

Essential functions may include assisting attorneys with contracts, compliance filings, employment law, real estate transactions, litigation management or other areas, depending on specific position duties. Duties include managing files and drafting routine legal documents and correspondence and may include entering data into the Conservancy’s Conservation Land System database. May provide assistance in training staff.

KNOWLEDGE/SKILLS:
• Associate’s degree in paralegal assistant studies preferred or equivalent qualifications acquired through coursework and/or related job experience (preferably in legal or administrative).
• Ability to comprehend and work with complex legal documents and transactions.
• Organizational and administrative skills, including the ability to work with competing priorities and meet deadlines.
• Solid knowledge of MS Office, Word and Excel with the ability to produce reports and analyze data.
• Ability to obtain information from the internet.
• Strong willingness and ability to learn.
• Fluent in Mandarin or Bahasa Indonesia preferred.

COMPLEXITY/PROBLEM SOLVING:
• Performs tasks that require recognition, evaluation, organization, analysis and communication of relevant facts and legal concepts.
• Consults with supervisor or other legal team staff to develop plans for resolution of unusual or complex problems.

DISCRETION/LATITUDE/DECISION-MAKING:
• Performs duties under general supervision of a Conservancy attorney or other legal team staff.
• Performs duties independently with minimum daily supervision.
• Refers difficult questions and unusual problems to supervisor or attorney, as appropriate.
• Demonstrates excellent judgment, common sense, flexibility and teamwork.

**RESPONSIBILITY/OVERSIGHT – FINANCIAL AND SUPERVISORY:**
• May supervise volunteers, interns, and temporary staff.
• May be authorized to complete check requests and other Conservancy financial and accounting forms related to specific position duties.

**COMMUNICATIONS/INTERPERSONAL CONTACTS:**
• Works and communicates effectively with all levels of staff, attorneys, government officials, real-estate professionals and landowners (if applicable to position duties), and the public.
• Communicates with a sensitivity to cultural differences.
• Provides other legal staff, Conservation Information Management staff, and/or Conservation Land System staff with information they need to make accurate and timely decisions.
• Excellent oral and written communication skills required.
• Maintains confidentiality of sensitive and/or proprietary information.

**WORKING CONDITIONS/PHYSICAL EFFORT:**
• Work requires only minor physical exertion and/or strain.

The Nature Conservancy is an Equal Opportunity Employer.