

Paralegal - Job Description

Work directly with General Counsel, Assistant General Counsel and Senior Paralegal on numerous legal matters, including risk management, litigation, contract review/management, records retention, process improvement, regulatory compliance, and general legal administration.

Essential Duties and Responsibilities:

- Work with outside counsel on a wide range of litigation matters, including royalty class actions, lease terminations, title issues, FLSA claims, IP matters, EEOC claims, legacy environmental torts, personal injuries, bankruptcies, and shareholder claims
- Assist with all aspects of litigation from inception to conclusion, including analyzing complaints/petitions, issuing litigation holds, investigating allegations and underlying facts, analyzing potential exposure, notifying insurance carriers, locating relevant and discoverable documents, responding to discovery requests, drafting pleadings, participating in mediations and trials, and drafting settlement agreements
- Communicate regularly and collaboratively with stakeholders in various departments, including Land, Accounting, Regulatory, Operations, EHS, Human Resources, IT, Tax, and Vendor Compliance
- Review, draft and edit various contracts and settlement agreements
- Assist with investigations
- Ensures business information and documentation is filed, retained, archived, and disposed of in accordance with legal and regulatory requirements and best business practices/needs
- Prepare quarterly litigation reports/presentations for Financial Reporting, Auditors and Board of Directors
- Assist with review and approval of legal e-bills/invoices
- Research and respond to subpoenas
- Conduct legal research
- Manage workload and priorities independently with minimal supervision

Skills and Experience

- Minimum of 5 years’ experience required; Experience as a paralegal in the Oil and Gas Industry preferred
- Outstanding analytical, conceptual, and problem-solving abilities
- Excellent oral and written communication skills with a high degree of attention to detail
- Ability to learn new and changing systems/applications
- Function independently in a high-paced environment
- Understand legal language and principles, research methods, court pleadings and processes, and related matters
- Maintain confidentiality and exercise discretion and good judgment
- Computer Applications: MS Outlook, Word, Excel, PowerPoint, Teams, OneDrive, Westlaw, LexisNexis, Mimecast, Legal Tracker, Adobe, Zoom, WebEx, Skype, CSC, CT Corp.

Education Requirements

Min/Preferred Education Level Description

Minimum	2 Year / Associate Degree	Associate degree in Paralegal Studies or related field required
Preferred	4 Year / Bachelor’s Degree	Bachelor’s degree or related field preferred
Preferred	Other	Paralegal Certificate preferred

Crystal Cornett, Legal Recruiter
ccornett@nnlegalsearch.com
 832-696-9315