

### Senior Legal Assistant - Job Description

**Reports to:** Chief Counsel

#### **Role Summary:**

The Senior Legal Assistant will provide general legal administrative support to the company's Chief Counsel in support of all aspects of varied operations, including matters related to M&A, regulatory, contractual, employment, litigation, and intellectual property rights.

#### **Responsibilities/Duties:**

- Preparing or assisting with all necessary documents for formation/dissolution of subsidiaries including charter documents, organizational consents, assumed name filings, bylaws, company agreements, partnership agreements, obtaining EIN's and qualification in applicable state jurisdictions.
- Maintaining and updating entity management system for almost fifty legal entities including due diligence, record keeping, preparation of filings, ensuring timely filing and payment of fees, and obtaining and maintaining signatures.
- Assistance with the maintenance of historical, stock, officer, director and other corporate information for all subsidiaries.
- Providing support for M&A, real estate, banking and other corporate transactions.
- Providing support in management of a database of corporate legal templates for future use including confidentiality agreements, hunting leases, general ground leases, ranch access, etc.
- Assistance with management of legal claims, including assistance with legal discovery when required with outside counsel.
- Support with claims handling and management, including tracking budgets and expenses.
- Support with administration and management of intellectual property portfolio.
- Legal research in a wide variety of areas including real estate, agriculture, energy and energy transition (carbon sequestration, solar etc.) and heavy equipment franchises.

#### **Required Skills/Abilities:**

- Highly effective written and verbal communication skills: ability to communicate with a variety of contacts, including outside counsel, executive team, and all levels of business associates.
- Self-confidence and strong attention to detail. High ethical standards and the ability to maintain strict confidentiality.
- Self-motivated, strong work ethic, positive attitude.
- Solution oriented.
- Ability and desire to continually learn about the company, its business, and the areas of law at issue.
- Strong emotional intelligence.
- Ability to both ask good questions and to independently seek answers when possible.
- Ability to take ownership of tasks and see matters to completion.

### **Education and Experience:**

- 5-10 years of experience as a senior legal assistant or corporate paralegal, ideally with experience in large law firm or in-house position
- Proficiency in Microsoft Word, Excel, and PowerPoint
- Excellent verbal and written communication skills
- High School Diploma or equivalent required
- Paralegal Certificate, or bachelor's degree preferred

### **Supervisory Responsibilities:**

- This position currently has no supervisory responsibilities.

### **Physical Demands/Requirements:**

- The physical demands of this role are representative of those that must be met by a legal assistant to successfully perform the essential functions of that job within the scope of the above description. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Additional Information:**

- Must be a team player who is willing to cooperate with others.
- Must be able to accept corrective criticism from supervisor.
- Must be willing to take on a variety of assignments as assigned by management on an as-needed basis within the department and within other areas of the company if necessary.
- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.
- The role will be based in company's corporate office located in Houston, Texas.

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