



**ATLANTA BELTLINE, INC.**  
**SENIOR PARALEGAL**  
**Position Description**

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The Atlanta BeltLine is the largest public infrastructure redevelopment program in Atlanta's history that includes 22 miles of light-rail (streetcar) transit located in the Atlanta BeltLine corridor, 33 miles of trails, over 1,200 acres of new parkland, 46 miles of new streets and streetscapes, public art, 1,100 acres of brownfield reclamation, and the creation of more than 30,000 jobs and 5,600 affordable housing units in the neighborhoods surrounding the underutilized railroad corridor.

The Senior Paralegal is an instrumental part of the legal team of ABI, reporting to the Vice President and General Counsel (Board Assistant Secretary). The Senior Paralegal works with ABI's General Counsel and Assistant General Counsel on legal matters, real estate matters, governance, and compliance as well as assists other ABI Directors and Project Managers on various matters.

**Position Responsibilities**

Successful candidates will have demonstrated throughout their career strong paralegal, administrative, writing and organizational skills and a track record of success in the legal arena, specifically in the area of real estate transactions, as well as:

- Provide competent, reliable and dependable legal and real estate support to the Vice President and General Counsel, Assistant General Counsel and as needed for other ABI staff members.
- Prepare first drafts of contracts, including construction, real estate, and trademark license agreements, etc. and various other legal documents.
- Perform all due diligence as assigned for all ABI closings, such as obtaining title reports, appraisal reports and surveys.
- Prepare timely analysis and summaries of title reports upon obtaining proper ownership conveyance information, appropriate corporate document submittals and notification of any obstructions to title.
- Assist closing attorneys with preparation and coordination of all ABI real estate pre and post closings, coordinate and facilitate closing schedules for parties involved, request funds from accounting for closing transactions, file all executed closing documents and recorded deeds in appropriate real estate master files.
- Maintain database of all legal contracts, amendments to contracts, and contract Disadvantaged Business Enterprise (DBE) participation and insurance requirements; maintain corporate documents such as Board Meeting Books, Board Minutes and executed Resolutions, and other organizational documents. Assist in the preparation of ABI's Board meetings and Board packages for the Vice President and General Counsel.
- Maintain all ABI insurance policies in insurance binder and in legal file, and ensure appropriate and timely payments for coverage.
- Maintain all ABI trademark documents, including certificates of registration, applications, and cease and desist correspondence.

- Review final contracts and agreements for proper approvals; manage internal routing approval distributions and expedient delivery and return of agreements and disburse final and correct documents to all parties; archive documents in legal files and system files; and keep all team members aware of document deliverables when received.
- Provide administrative support to the Vice President/General Counsel and Assistant General Counsel including daily review of calendars for meetings and appointments, meeting preparation and coordination, correspondence and documents and general paralegal and clerical assistance.
- Maintain the filing and scanning of original contract and agreement documents to ensure their proper location in the legal and real estate master file cabinets and system files.
- Solicit work from legal team to assist in reducing their workload.
- Participate in various ABI team meetings.
- Excellent verbal and written communication skills to effectively communicate with team members, board members, elected officials, and members of the general public.
- Process invoices, requests for reimbursement, and other payment documents for legal department.
- Support Legal and Finance Teams during annual audit and other audits, as needed.
- Other duties as needed or requested.

### **Employment Standards**

**Education:** Bachelor’s degree required.

**Experience:** At least ten (10) years of experience as a paralegal, including background with real estate transactions. The ideal candidate should have both public and private law practice experience.

**Required Skills:** Proven ability to thrive in a fast-paced environment and be able to multi-task several projects at a time. Possess strong verbal and written communications skills. Able to effectively interact with a broad range of Atlanta BeltLine stakeholders, including ABI team members, board members, Invest Atlanta (IA) staff and board members, elected officials, the media and the general public. Possess strong customer service orientation. Must be a Notary Public.

Interested candidates should submit a cover letter and resume to [jobs@atlbelpline.org](mailto:jobs@atlbelpline.org) by August 3, 2018.

ALL INFORMATION WILL BE KEPT CONFIDENTIAL.

Atlanta BeltLine, Inc. is an equal opportunity employer