



## **Paralegal – Manitowoc, WI**

### **GENERAL SUMMARY:**

Assist executive management and external legal counsel by investigating facts, preparing legal documents, or researching legal precedent. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action.

### **PRINCIPLE DUTIES AND RESPONSIBILITIES:**

- Provides litigation support including collecting, organizing and producing documents in response to all types of discovery requests, managing litigation calendars and maintaining litigation files
- Prepare affidavits or other documents, such as legal correspondence
- Gather and analyze research data, such as statutes, decisions, and legal articles, codes, and documents
- Provides case management support including monitoring and following up on case calendars, filing deadlines, and docket research
- Researches and drafts responsive correspondence on legal issues
- Conducts annual maintenance activities for each business entity
- Prepares meeting materials for Board and Committee meetings
- Reviews and approves commercial contracts such as vendor and sales agreements
- Assists with the implementation of policies and procedures to enhance and ensure compliance with various legal requirements
- Prepare, process and maintain statutory and government/regulatory filings and records (i.e. formations, articles of incorporation, bylaws, etc.)
- Establish and maintain legal files pursuant to record retention policy
- Assist with mergers and acquisitions and other major transaction and financial closings
- Support corporate restructurings, including assisting with the formation, merger or dissolution of entities
- Maintain the company's corporate records database

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

#### **SKILLS:**

- Communicates effectively (verbal and written forms) with internal employees, corporate department heads, customers, witnesses and outside counsel to provide and convey information and ideas effectively so others will understand
- Uses active listening giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times

- Uses critical thinking (logic and reasoning) to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Managing one's own time and the time of others
- Uses active learning by understanding the implications of new information for both current and future problem solving and decision making
- Adjusts actions in relation to others' actions
- Uses judgment and decision making by considering the relative costs and benefits of potential actions to choose the most appropriate one.

#### **KNOWLEDGE:**

- **Law and Government**—Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- **Clerical**—Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records.

#### **ATTRIBUTES:**

- **Information Ordering**—The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- **Category Flexibility**—The ability to generate or use different sets of rules for combining or grouping things in different ways.
- **Deductive Reasoning**—The ability to apply general rules to specific problems to produce answers that make sense.

#### **EXPERIENCE AND EDUCATION:**

Bachelor's or associate's degree required. Paralegal certificate. Experience preferred.

#### **TEAMWORK AT LAKESIDE (TAL):**

Through individual and team efforts, enthusiastically work toward the continuous improvement of his/her job, work area, department and Lakeside as a whole. Fully participate in TAL by "living" Lakeside's Standards of Conduct and being an active member of operational and project teams. By action and work, clearly and visibly demonstrate the spirit of teamwork, cooperation and respect for others in all business transactions and exchanges.

#### **Interested applicants should contact:**

Lakeside Foods, Inc.  
 Attn: Director of Human Resources  
 808 Hamilton St  
 P.O. Box 1327  
 Manitowoc, WI 54220  
 or e-mail: [lakeside@lakesidefoods.com](mailto:lakeside@lakesidefoods.com)