

Rosewood Corporate Administration, Inc.
Job Description

Organization: The Rosewood Corporation
Job Title: Executive Legal Assistant
Department: Legal & Executive
Reports To: General Counsel
FLSA Status: Non-exempt
Prepared Date: September, 2018

GENERAL PURPOSE OF JOB

Support The Rosewood Corporation's legal team by performing a wide variety of legal administrative duties including: preparing drafts of agreements, correspondence, and other requested drafts; compiling and maintaining corporate information and corporate minute books and files; drafting corporate minutes and other board-related work; and provide administrative support to the General Counsel and the legal team.

We are looking for a bright, positive, detail-oriented and reliable self-starter who can support a legal department that has a wide range of responsibilities. The successful candidate will have strong organizational, technical, and interpersonal skills, and must exercise discretion and the highest level of ethics in connection with confidential information.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assists in the preparation of legal documents such as contracts, real estate documents, articles of incorporation/organization, purchase and sale agreements, formation documents (corporations, partnerships, trusts, and limited liability companies), prepare and file for assumed names, and prepare documentation for amendments, withdrawals, mergers and dissolutions.
2. Assists with corporate secretary and board meeting duties such as creating and maintaining minute books, drafting unanimous consents as requested by General Counsel, preparing and certifying corporate certificates of secretary and certificates of incumbency, and drafting annual elections of directors and officers.
3. Maintain family estate planning files.
4. Maintain entity and corporate lists/files, land files, and trust list/files.
5. Maintain list of files stored offsite, send files for storage, order return of boxes as needed, approve destruction list.
6. Responsibility for service of process and corporate filings and overseeing outside agent for service of process.
7. Prepare annual residential, grazing and hunting leases for Ranch properties.
8. Furnish copies of documents, trusts, as requested by other departments.
9. Perform legal administrative duties such as transcribe correspondence and documents, draft routine documents, and monitor timely execution of documents.
10. Perform administrative duties such as answering telephones, opening and distributing mail, typing, filing, setting meetings and reserving conference rooms, notarizing documents, making travel arrangements, preparing expense reports, and maintaining office supplies for the department.
11. Other duties as assigned.

QUALIFICATIONS AND SKILLS REQUIRED OR PREFERRED

1. Associate's degree or equivalent experience, plus seven years related legal experience required.
2. In-house legal department experience and/or general business transactional and real estate experience is preferred.
3. Texas Notary Public commission required.
4. Advanced computer skills with MS Office, transcription software, office equipment required.
5. Knowledge of technical legal terminology and business English, grammar and spelling, with a wide vocabulary required. Excellent verbal communication skills required.
6. Must be able to use tact and discretion in handling confidential information.
7. Must be able to carry out directions with minimal explanation.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and use a computer and communicate effectively with others. The noise level in the work environment is usually moderate.