



## JOB POSTING

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**Job Title:** Paralegal

**Location:** Kaufman/Athens

**Posting Date:** 1/10/2024 – 1/17/2024 5:00 pm

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### Summary

The Paralegal will assist staff and outside legal counsel by providing clerical and research support services including documentation preparation and review; research, fact checking; and trial preparation.

### Responsibilities and Authorities

Within the limits of approved board policies, operating guides, and procedures, assumes responsibility and has commensurate authority for the following activities:

- Draft and review contracts to meet cooperative goals and liability requirements.
- Work with outsourced legal counsel to protect cooperative risks.
- Research and analyze statutes, regulations, judicial decisions, and other legal sources.
- Prepare, organize, store, and retrieve files, which may include evidence, exhibits, depositions, and other items.
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices.
- Document and communication of results.
- May assist with meeting minutes.
- Coordinate with staff and consultants to update and maintain tariffs.
- May correspond with members regarding requirements and or specifications.
- May assist staff with legal filings such as NERC, ERCOT, PUC, etc.
- Prioritize initiatives based on business needs and requirements.
- Plan and monitor open legal cases.
- Maintain confidentiality with access to cooperative, member and vendor information.
- May serve as a back-up to the administrative assistant as needed.
- Exercise a high degree of discretion and emotional control during periods of extreme stress while collaborating with members, Board members, employees, and other individuals, any of whom may be from diverse cultural backgrounds, and diverse socioeconomic backgrounds, as well as working with professional staff, regulatory staff, and oversight agencies.
- Regular and predictable attendance is an essential function of this position, with or without reasonable accommodation.
- Perform any other duties as assigned by the Director of Corporate Services, Asst. GM/COO and/or the General Manager/CEO.

### Education

Associate degree in Paralegal Studies or related field required; Paralegal certificate required.

### **Experience**

Two years of experience preferred.

### **Job Knowledge**

Excellent verbal and written communication skills. Understanding of legal language and principles, research methods, court pleadings and processes, and other related matters. Must have strong organizational skills and attention to detail. Must have excellent time management skills with a proven ability to meet deadlines. Must have strong analytical and problem-solving skills. Must be proficient with Microsoft Office Suite or related software.

### **Abilities**

Must be able to function effectively in a stressful environment at times. Must have the ability to maintain professionalism and confidence.

If required to drive, must possess a valid driver's license, and remain insurable by Cooperative automobile insurance carrier.

### **Working Conditions**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. May require some field and activities. May be able to work remotely.

### **Physical Requirements**

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. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Light work, requiring exertion of up to 20 pounds of force occasionally and/or up to 10 pounds of force more frequently. Lifting and carrying 10 to 50 pounds occasionally. Job requires sitting majority of the time. Hazards include electrical and mechanical. Some exposure to dust and dirt.

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This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Due to the nature of an electric utility, all employees are subject to working extended hours, holidays, nights, and weekends with or without notice.

### **How to Apply**

- External candidates may apply at any TVEC office, [www.tvec.net](http://www.tvec.net), submit resume and online application to P.O. Box 888, Kaufman, TX 75142, or email to addresses below:

Melissa Lewis  
[lewism@tvec.coop](mailto:lewism@tvec.coop)  
fax: 469-376-2241