



AMERICAN TOWER®
CORPORATION

PARALEGAL

SUMMARY:

The Paralegal will be responsible for providing legal and administrative support to the US Tower Legal Operations team with specific emphasis on regulatory compliance programs, real estate-based contracts, administrative matters, and providing assistance to attorneys handling transactional and compliance matters. The incumbent is responsible for reviewing and analyzing legal documents, performing legal research, updating legal databases and assisting in the day-to-day operations of the US Tower Legal Operations department. The incumbent will provide guidance to and collaborate with Legal Coordinators in the organization and maintenance of department records and files.

ESSENTIAL FUNCTIONS:

- Assist in intake functions for new legal matters, including assessing the nature of the issue with supervision, entering matter into company databases, coordinating with department attorneys and internal business clients, and tracking matter through resolution.
- Assist legal personnel with the preparation, execution and filing of required legal documents and the administration of day to day departmental activities.
- Draft template legal documents related to acquisitions, leases, and regulatory matters under the supervision of attorneys in the US Tower Legal department.
- Review and abstract legal documents, create payment requests, and follow up to ensure proper integration and payment.
- Conduct legal and factual research and data analysis as directed and compile data from sources such as electronic digests, encyclopedias, practice manuals and/or other laws and regulations.
- Draft letters and other correspondence having a legal effect related to transactional and regulatory compliance matters for business units.
- Maintain and update files in the matter management database and project tracking databases as required.
- Maintain legal files, maintain system of preservation for all original legal documents including scanning and indexing for electronic records and database.
- Provide assistance to and liaison with outside counsel for the resolution of day-to-day issues, in connection with pending litigation and other projects for which outside counsel is retained.
- Assist with due diligence fact-finding related to discovery issues and matters within the US Tower Legal department, including gathering facts and documentation from personnel within business units.
- Provide support for the US Tower Legal Operations department as requested by attorneys therein, including performing administrative tasks related to tracking site issues, creating files, scanning documents, and mailing and faxing documents.
- Notarize and/or witness documents executed on behalf of American Tower.

QUALIFICATIONS:

- Strong written and oral communication skills, including the ability to communicate effectively with internal customers and colleagues
- Strong organizational skills; ability to accomplish multiple tasks within agreed upon timeframes through effective prioritization of duties and functions in a fast-paced environment
- Self-motivated; Able to work both independently to complete tasks and respond to department requests, as well as collaborate with others to utilize resources and knowledge of others in identifying high quality solutions
- Strong ability to follow up on pending items, track project progress and stay current on project status and milestones
- Strong attention to detail in review, process and drafting of department documents; Ability to utilize detail and depth of legal understanding in conducting, gathering and presenting research materials
- Proficient with Microsoft Office Suite including Excel, Word, and familiarity with Access database
- Proficient with Westlaw and ability to utilize the system to perform in-depth legal research in case law and statutory databases
- Incumbent must be flexible, able to adjust to shifts in department priorities

EDUCATION AND EXPERIENCE:

- College degree, paralegal certificate or related experience required
- Notary Public in the Commonwealth of Massachusetts required within (90) days of hire/transfer into the position
- One to three years of experience required; experience strongly preferred to be in a corporate law or law firm setting
- Knowledge of basic real estate principles and basic document drafting preferred

ENVIRONMENT:

100% performed in climate-controlled internal office environment working under normal office conditions. Less than 5% travel may be required in support of the position's responsibilities.

While performing the duties of this job, the employee is regularly required to sit; stand; walk; use hands and fingers to feel and handle; reach with arms and hands; talk and hear. While performing the duties of this job, the employee frequently is required to stoop, kneel, and crouch; lift weight or exert a force up to a maximum of 25 pounds.

ADDITIONAL:

We are a dynamic organization in a rapidly changing industry. Accordingly, the responsibilities associated with this job will change from time to time in accordance with the Company's business needs. More specifically, the incumbent may be required to perform additional and/or different responsibilities from those set forth above.

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.

APPLY ONLINE AT:

<https://amertower.taleo.net/careersection/jobdetail.ftl?job=170000E3&lang=en#.WckW2zPqee0>