

UW HEALTH JOB DESCRIPTION

Paralegal

Job Code: 310003	FLSA Status: Non-Exempt	Mgt. Approval: P. Hutter	Date: September 2021
Department: Legal		HR Approval: S. Whitlock	Date: September 2021

JOB SUMMARY

Position is responsible for providing legal services under the direction of the Vice President, Deputy General Counsel – Corporate Affairs. The Paralegal manages projects, performs due diligence, reviews and prepares contracts based on templates, creates contract templates, assists with the creation and maintenance of corporate governance documents, filings, and records for various UW Health corporate entities, processes grant applications and contracts, assists with privacy matters, assists with Office of Corporate Counsel process improvement initiatives, and performs legal research. The Paralegal will be responsible for managing multiple tasks and projects with competing priorities and deadlines and will need to exercise initiative and judgment in both administrative matters and substantive legal tasks.

This position encompasses the provision of legal services, reviewing and proofreading documents, communicating with internal and external stakeholders, coordinating multiple aspects of legal projects, and understanding and overseeing deadlines.

The Paralegal will receive and prepare sensitive and highly confidential material, including transaction documents, contracts, litigation materials, intellectual property materials, strategic planning materials, and other legal matters; the Paralegal is expected to exercise a commitment to protect that confidentiality. This position also requires a commitment to professionalism, attention to detail, and ability to exercise a significant degree of independent judgment and discretion on a routine basis.

MAJOR RESPONSIBILITIES

1. Assist with the Office of Corporate Counsel's provision of legal services including the following:
 - a. Draft and update legal documents under the direction of counsel; independently prepare legal documents from templates.
 - b. Prepare and edit correspondence.
 - c. Assist with corporate governance documentation, filings, and records.
 - d. Assist with litigation matters; and
 - e. Assist with legal team process improvement initiatives.
2. Under the direction of counsel, provide the following services:
 - a. Due diligence (including the review and organization of contracts and documents), document drafting and negotiation, in connection with a corporate transaction or other matters.
 - b. Assist with closing preparation and closing of transactions.
 - c. Prepare contracts, including, but not limited to, academic affiliation agreements, program agreements, nondisclosure agreements, physician recruitment agreements, clinical services agreements and service schedules, real estate contracts, amendments, and consents to assign, using templates; and
 - d. Performs legal research and prepares a summary of findings.
3. Participate in project workgroups with internal and external clients to collaborate, acquire information, prioritize and meet deadlines.
4. Proofread documents.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Bachelor's degree. The following may be considered in lieu of Bachelor's degree: <ul style="list-style-type: none"> • Associate degree in Paralegal Studies plus two (2) years of relevant experience, or • Certification as a Paralegal and two (2) years of relevant experience, or • Four (4) years of relevant experience
	Preferred	
Work Experience	Minimum	Two (2) years' experience with the provision of legal services, including experience working with a variety of legal documents and managing legal projects.

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	Preferred	Interaction/exposure in a health care setting, legal practice and/or business with basic understanding of health care operations and communication with physicians and staff.
Licenses & Certifications	Minimum	
	Preferred	Certified Paralegal in the State of Wisconsin
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Demonstrated ability to handle confidential information appropriately. • Proficient and highly literate in common computer applications including internet research, Microsoft Office (Word, Excel, PowerPoint, Vizio), and email. • Proficient with general office equipment such as telephone, fax, copier. • Professional demeanor and ability to defuse sensitive situations in a calm manner. • Ability to work independently, be self-directed, and prioritize workload to complete tasks and projects with minimal direction to achieve accomplishments. • Ability to identify problems or opportunities and propose solutions to improve Office of Corporate Counsel operations and provision of legal services. • Effective oral and written communication skills; Effectively communicate and work with diverse constituencies and corporate cultures; develop rapport with people at all levels of the organization. • Strong organizational skills, including ability to prioritize, effective time and project management, ability to work well with many different types of individuals. • Ability to quickly assimilate, assess and act upon new initiatives in order to manage multiple priorities. • Ability to represent the Office of Corporate Counsel in a professional and responsible manner internally and in public. • Ability to anticipate change, adjust responses accordingly, and initiate steps to maximize resources toward a common objective. • Be professional, clear, concise, in both oral and written communications. • Highly attentive to detail and ability to handle large amount of work. • Excellent organizational and time management skills with the ability to meet deadlines. • Ability to collaborate with internal and external customers.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
x	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#

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Other - list any other physical requirements or bona fide occupational qualifications not indicated above:	
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Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.