

# PARALEGAL – SERVICE CREDIT UNION

The Paralegal shall provide legal administrative support and assistance to the Legal Department, including but not limited to organization and maintenance of third party contracts; preliminary review and analysis of credit union third party contracts; review and process subpoenas and other legal requests for member documents; and review and respond on deceased member account legal issues. Reports to the Associate General Counsel.

- Manage third party contracts, including follow-up with contract owners to provide notice of contract renewal dates.
- Review and analyze certain credit union third party contracts, consulting with the Associate General Counsel as necessary.
- Assist contract owners with tracking, measuring, reporting, and contract terminations.
- Review and process subpoenas and other legal requests for member documents and information.

Criteria:

- Certified Paralegal (NALA) or Registered Paralegal (NFPA) required
- Bachelor's degree in business or law preferred
- Experience working with third party relationships and contracts preferred
- Financial institution experience preferred

Full job description can be found on our website: <https://servicecu.org/about-scu/employment-opportunities/>