



Open Position  
**Executive Legal Assistant / Paralegal**

Location 1: Lisle, IL 60532  
Location 2: Albia, IA 52531  
Employee Type: Full-Time Employee  
Manages Others: No  
Job Type: Professional  
Education: Bachelor's Degree  
Experience: At least 5 year  
Travel: 25%  
Relocation Covered: No

DESCRIPTION

RELCO Locomotives is looking for a highly motivated Legal Assistant to join our team to handle paralegal and administrative support duties. Because of the extremely varied nature of this job, candidate must be comfortable "thinking while running" and enjoy the challenge of figuring things out. This position will carry with it significant delegated authority. Candidate must exhibit a measured, reasonable, and practical approach while still being able to drive performance and achieve results. Company eschews bureaucracy and rewards creativity and loyalty.

REMUNERATION

\$40,000 - \$60,000 per year  
Position is not eligible to receive a performance bonus.  
Eligible to receive health, dental, vision, disability and life insurance along with paid leave.

RESPONSIBILITIES – Paralegal

- Prepares documents from written notes; and composes, drafts, revises, and edits documents and forms
- Schedules couriers, scanning or printing services and other special functions
- Transmits documents to customers, courts and other agencies via appropriate method of service, including through electronic file sharing sites
- Composes, types, edits and distributes correspondence, including e-mail and faxes, using individual initiative and as assigned
- Organizes and maintains file systems
- Processes documents for appropriate filing, including filing through electronic court filing systems (e.g. Case Management/Electronic Court Filing ("CM/ECF") System and Electronic Document Management System ("EDMS")); and electronically monitors pending legal matters (e.g. Public Access to Court Electronic Records ("PACER") and Iowa Court Information System ("ICIS")).
- Processes and coordinates collection of hard copy and electronic documents in response to legal document requests, including knowledge of electronic information and management systems (e.g. Summation)
- Conducts research as requested utilizing appropriate reference sources
- Organizes files to improve understandability
- Assists in development and implementation of office systems and procedures as needed
- Performs clerical duties, including but not limited to filing, scanning, photocopying, faxing and mailing as necessary
- Performs other duties as assigned

RESPONSIBILITIES – Administrative Support

- Manages special projects
- Manages special compliance matters and related record keeping
- Works with internal and external entities to execute directives
- Coordinates appointments and due date calendars, ensuring all dates are met



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- Arranges travel – plans / organizes meetings
- Follows up and documents projects
- Manages correspondence
- Handles errands and greets guests with diplomacy and skill
- Basic accounting for expense reports, invoices, etc.

REQUIREMENTS

To be qualified the candidate must be a high-energy person that likes to work in an empowered environment and has a well-tuned solution oriented approach to problem solving. Candidate should enjoy helping fellow employees and have superb communication skills while still being very detailed oriented. Confidentiality and discretion are paramount.

- Bachelor's Degree (or higher)
- At least 5 years of related experience
- Experience with and functional knowledge of MS Dynamics/Great Plains software preferred
- Highly proficient in Excel, Word, and PowerPoint applications
- Adept with imaged documents in a "paperless" office
- Comfortable working in a corporate environment with multiple locations
- Ability to multi-task with keen attention to detail
- Proven ability to meet critical deadlines with quality deliverables and minimal supervision