Career Opening

Paralegal

One Position within the Legal Department

MCE supports a work-life balance. Our positions have the option of being remote (based on business need), hybrid schedule (flex schedule), or entirely in the office. Office locations include Concord and San Rafael, California.

As a part of the application process, MCE requires a resume, and writing sample (two (2) pages minimum to four (4) pages maximum).

Those documents should be combined in a single PDF document (preferred) or word document in the following order: resume first followed by the writing sample and submitted through LinkedIn Easy Apply. Please reach out to Carol at cdorsett@mcecleanenergy.org with any questions.

Application materials will be reviewed on a rolling basis through LinkedIn. MCE reserves the right to close recruitment at any time. Screening Interviews are planned for the week of June 26, 2023. Top candidates will move forward to a cross team video panel interview tentatively planned for July 6 & 7, 2023. Even if you feel that you do not meet all the qualifications, we encourage you to apply.

What you'll Do

As a Paralegal, you will support MCE’s Legal Team by performing a variety of legal duties that are vital to the operations and success of MCE. You will independently manage a variety of responsibilities and work in collaboration with other MCE teams as needed. This position will provide support with responsibilities that include:

Role Specific Responsibilities

➢ Draft, manage, and refine initial drafts of all non-energy contract documents, including vendor forms, throughout the contract lifecycle (drafting, client review, legal review, counterparty edits, execution).

➢ Draft and prepare initial drafts of other necessary contract-related documents (such as non-disclosure agreements, confidentiality agreements, termination letters, etc.) using template forms.

➢ Conduct legal research from time to time on relevant laws, regulations, statutes, and case law to support the agency’s legal decisions.
➢ **Provide** support to ensure legal projects are being managed timely and efficiently.

➢ **Prepare initial drafts and manage** materials that are presented to the Board for contracts or other legal matters as assigned.

➢ **Develop** MCE responses to Public Records Act (PRA) requests, including identifying applicable records and conducting initial review to prepare for Counsel.

**General Responsibilities**

➢ **Meeting Coordination.**

➢ **Manage** calendars and coordinate among staff, consultants, Board of Directors, and vendors.

➢ **Serve** administrative and project-based needs of team members.

**Supervision**

This position may supervise interns or fellows.

**Compensation & Benefits**

Competitive compensation package offered, based on candidate experience along with generous benefits and benefits, including fully paid premiums for health insurance, parental leave, dependent care subsidies, student loan repayment, and employee wellness program.

➣ **Starting Salary Range for a Paralegal: $77,617 - $96,308**

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<tr>
<th>Minimum Qualifications</th>
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<td><strong>Required Skills</strong></td>
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<td>➢ Transactional Drafting.</td>
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<td>➢ Legal Research and Analysis.</td>
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| ➢ Advanced Microsoft Office Suite (Excel, Word, Outlook, and PowerPoint) and Adobe, e-signature platforms (DocuSign, Adobe Sign)  
  ○ Preparing and proofreading documents (Word and or Adobe PDF), spreadsheets (Excel) and presentations (PowerPoint). |
| ➢ Strong written and verbal communications. |
| ➢ Advance Project Management. |
| ➢ Document retention requirements and practices. |

**Education & Experience**

➢ Education and experience are equivalent to a bachelor’s degree with a paralegal certificate.
Two (2) years of progressively responsible experience as a Legal Assistant or paralegal working in fast-paced work environments.

- Experience working at a public agency is a plus.

**Knowledge of**
- Scheduling, maintaining calendars, and internal filing systems.
- Energy and environmental issues generally, such as climate change
- Transactional legal matters, such as contracts, agreements, and memorandums of understanding.
- Principles and practices of administrative and legal support.

**Ability To**
- Demonstrate the highest level of accountability, integrity, judgment, and confidentiality.
- Apply strong problem-solving skills.
- Multitask in a dynamic environment.
- Exercise sound judgment, creative problem-solving, and commercial awareness.
- Interact effectively with administrative bodies, MCE’s Chief Executive Officer and Board of Directors, MCE staff, and external vendors and contractors.

**Who We Are**

**MCE** is a not-for-profit public agency and the preferred electricity provider for more than 580,000 customer accounts and 1.5 million residents and businesses across Contra Costa, Marin, Napa, and Solano counties. Setting the standard for clean energy in California since 2010, MCE leads with 100% renewable power at stable rates, delivering a 1200 MW peak load and significantly reducing greenhouse emissions and reinvesting millions in local programs. For more information about MCE, visit mceCleanEnergy.org, or follow us on your preferred social platform @mceCleanEnergy.

**Our Values**

We are innovators, advancing a more sustainable energy economy with new technologies, programs, and policies. We center equity in all of our work, prioritizing historically impacted communities. We serve our communities and customers through accessible engagement. **We celebrate diverse identities in an inclusive work environment.** We strive for a sustainable workplace, community, and planet. We maintain financial strength to deliver sustainable programs and rates to our communities.
Work Environment

➢ The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

➢ MCE offices support an environment that is accessible to those with reduced mobility. We are happy to provide more details if asked.

➢ MCE will make reasonable accommodation of the known physical or mental limitations of a qualified applicant with a disability upon request.

Condition of Employment

➢ MCE strives to maintain a COVID-free workplace. To that end, being fully vaccinated is a condition of employment for all employees.

To Apply:

➢ As a part of the application process, MCE requires a resume, and a writing sample (two pages minimum to four pages maximum).

➢ Those documents should be combined in a single PDF document (preferred) or word document in the following order: resume first followed by the writing sample.

➢ Submit your application through LinkedIn Easy Apply. Please reach out to Carol at cdorsett@mcecleanenergy.org with any questions.

MCE is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. MCE makes reasonable accommodations for qualified applicants with disabilities, sincerely held religious beliefs, and other conditions protected by applicable law.