

POSITION DESCRIPTION

JOB TITLE: Paralegal / Legal Assistant (Full-Time)

DEPARTMENT: Administration / Legal

REPORTS TO: Corporate Compliance Officer

ESSENTIAL PURPOSE: To provide legal and administrative support to the Corporate Compliance Officer and senior executives and to assist with special projects and compliance oversight at the various hotel and golf course properties.

ESSENTIAL DUTIES:

- To assist in the organization of legal files, including setting up a document management system for storing files electronically.
- To prepare and update Lease Summaries for all Leases for the La Jolla Cove Research Center and La Jolla Riviera
- To review rent rolls and financial statements for the La Jolla Cove Research Center and La Jolla Riviera.
- To conduct tours with prospective tenants for the La Jolla Cove Research Center, as needed.
- To track and confirm accuracy of insurance certificates for tenants of the La Jolla Cove Research Center in accordance with the terms of the Lease.
- To keep a Master List of Tenant Leasing activity.
- To prepare Summaries of Golf Course Consulting and Management Agreements.
- To timely file Statement of Information for all corporate and LLC entities.
- To track and process for renewal Fictitious Business Name Statements.
- To review service agreements and make recommended changes.
- To assist with tracking and updating permits and licenses, as needed.

- To work out in the field to assist in setting up major contract files and processes, including reviewing and tracking certificates of insurance and setting up an electronic archive system.
- To assist Human Resources and the Internal Auditor, as needed, to conduct spot audits for compliance.
- To set up legal files for general liability claims by property.
- To keep a master list of contract expirations and renewals for certificates of insurance.
- To assist with the preparation of Job Descriptions.
- To assist with the preparation of Commission and Incentive Agreements, including updating the Master List.
- To provide notary services, as needed.
- To follow all policies and procedures of JC Resorts LLC.
- To immediately report all suspicious occurrences and hazardous conditions.
- To maintain the cleanliness and safety of work areas at all times.
- To practice safe work habits at all times, to avoid injury to self and others.
- To attend all mandatory meetings as directed.
- To maintain current training manual of all essential duties.
- To perform other tasks, including cross-training, as directed.

JOB KNOWLEDGE & EDUCATIONAL LEVEL: Bachelor's degree and accredited Paralegal certificate preferred. Minimum of five years relevant experience working in a corporate legal environment processing, reviewing and preparing legal documents. Must be proficient in Word, Excel and PowerPoint. Notary certification required.

SKILLS AND APTITUDES: Detail oriented. Organized and efficient. Safety-minded. High quality standards for production and service. Diplomatic and calm. Must possess excellent written skills, a strong work ethic and be detailed oriented. Must be able to work independently and have advanced organizational skills and business intelligence. Must have strong priority management skills. Courteous, friendly, and professional manner. Good team player. Customer service focus. Self-motivated and able to work productively with little supervision. Trustworthy and reliable.

WORKING CONDITIONS: Works indoors throughout shift in temperature-controlled, clean, and well-lighted office. Bi-level structures.

PHYSICAL DEMANDS: Stands/walks approximately 20% of shift. Sits at desk or in meetings approximately 80% of shift. Uses personal computer approximately 40% of shift. Must be able to work well under pressure. Frequent use of stairs, daily. Moderate use of phones, daily.

IMPACT OF DECISION: Decisions directly impact the public image of the company. Poor decisions may result in customer dissatisfaction and loss of revenues due to lack of follow through, unprofessional manner, poor organization, unsafe work practices, or improperly handled customer service situations.

GENERAL: Must comply with the Company's Appearance and Dress Code policy as set forth in the Employee Handbook.

JOB CLASSIFICATION: The position is classified as Full-Time and, upon completion of the Introductory Period, the employee is eligible for the Employee Benefits outlined in the Employee Handbook. Notwithstanding the foregoing, the Company reserves the right to amend, change or discontinue the policies, practices and benefits described in the handbook at any time and without notice.

NON-EXEMPT POSITION: Non-exempt employees are subject to the wage and hour laws and entitled to overtime pay. All overtime work by a non-exempt employee must be approved in advance by the employee's supervisor or the General Manager and the time initialed by him/her on the time card. Non-exempt employees who work overtime without prior approval are subject to disciplinary action, including termination.

AT-WILL EMPLOYMENT: The relationship between JC Resorts LLC and the employee is for an unspecified term and is considered "at will." This means that the terms and conditions of employment may be changed, with or without cause and with or without notice, including, but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties and location of work. No one other than the President of the Company has the authority to make any verbal or written agreement contrary to this provision and any such agreement must be put in writing and signed by the President before it is effective.

JC Resorts LLC reserves the right to modify and update this Position Description as needed.

I have read and understand the above-referenced job requirements and have the ability to perform all of the essential duties listed herein. I agree to comply with the Company's performance standards and understand that I will need to be flexible in order to accommodate the changing needs of the hotel operation.

I further agree to comply with the rules and regulations set forth in the Employee Handbook and agree to abide with any departmental policies.

I acknowledge receipt of a copy of this job description.

Employee's name (please print)

Employee signature

Date: _____