

NY Convention Center Operating Corporation

Jacob K. Javits Convention Center

IMMEDIATE OPENING

Job Title: Senior Paralegal
Department: Legal
Supervisor: SVP & General Counsel

Human Resources Representative: Melissa Vele; Director of Human Resources

Applicants can submit their resume via: fax (212 216-4484), e-mail hronline@javitscenter.com or mail to the: Human Resources at the Jacob K Javits Convention Center 655 West 34th Street, NY, NY 10001.

Position Summary:

Under the direct supervision of the General Counsel, the functions of the Sr. Paralegal are described as outlined below.

Major Duties and Responsibilities:

Litigation Support:

- Track status of litigation matters, including commercial litigation.
- Gather factual information from Javits Center's files and from interviews with Javits Center personnel in connection with pending litigations.
- Receive, gather responsive information and respond to third party subpoenas.
- Issue and track litigation holds.

Corporate Governance:

- Assist with the onboarding of new members of the Board of Directors, including ensuring compliance with the Public Authorities and Public Officers laws.
- Assists the General Counsel in conducting Board of Directors Meetings and the maintenance of related corporate records.
- Assist the General Counsel in managing compliance with New York State Ethics laws by staff and Board Members.

General Liability & Workers Compensation Administration:

- Assist the Director of Risk Management in the management of third party claims against the Javits Center under its General Liability policy and Workers Compensation Policy.
- Assist claims adjuster and outside counsel with obtaining additional information for the servicing and handling of each claim.
- Communicate regularly with injured employees and advise them of specific workers' compensation benefits, responsibilities and requirements.
- Develop and maintain the database(s) with appropriate claim information, accurately and completely including all conversation notes, e-mails, claim forms and all supporting documentation in connection with the claim.
- Track expiration dates of insurance certificates from vendors/contractors conducting business with the Javits Center and request renewals upon expiration.

Relationships:

- Provides for the interdepartmental communication between legal and other departments.
- Performs other legal assignments related to intra-company and external corporate communication as assigned by the General Counsel.

Education and Requirements:

1. Must possess four year college level degree program with Bachelor's degree or equivalent undergraduate degree.
2. Three to five years' experience in the legal field.
3. Ability to communicate clearly and efficiently verbally and in writing. Should have an awareness of the confidentiality involved in working in the Legal Department.
4. Should be a notary public.

The Policy of this Company prohibits any employment practice, which in any way discriminated or tends to discriminate against any person, employee, or applicant for employment, with respect to conditions or privileges of employment because of an individual's race color, religion, national origin, ancestry, martial status, non-job related disability, past service in the Armed Forces for the United States, sex, or age as provided by law.

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