**Corporate Paralegal**

Koenig, Oelsner, Taylor, Schoenfeld & Gaddis PC (KO) is currently hiring a corporate paralegal to work in Denver or Boulder, Colorado. The successful candidate will support attorneys and clients of this boutique corporate/commercial law firm.

**Position Responsibilities:**

1. **Form corporations and limited liability companies**

• Check name availability and reserve corporate name.

• Draft organizational documents including certificate of formation or incorporation, action by sole incorporator, bylaws, organizational board actions, documents to issue stock, PIIAs and technology assignments.

• File certificates with State Secretary of States.

• Obtain tax ID numbers from IRS.

B. **Maintain corporate and LLC records**

• Draft shareholder, director, manager and member actions and minutes and maintain minute books.

• Prepare documents and maintain records for issuing and transferring stock and employee stock option plans.

• Prepare and maintain capitalization tables and stock and option ledgers, including experience with Carta and other electronic cap table platforms.

• Complete and file foreign qualification documents.

• Prepare and file annual reports.

• Prepare documents for annual shareholder meetings.

• Research Blue Sky issues, prepare memorandum and prepare required federal and states filings.

• Draft documents for dissolution.

• Shareholder mailings.

• Client communications.

**C. Assist with transactions**

• Create and maintain datarooms and assist with disclosure schedules.

• Draft closing checklists and closing memoranda.

• Prepare closing certificates.

• Research Blue Sky issues and prepare memoranda and required filings.

• Prepare materials for board, shareholder, manager and member actions and assist with associated mailings.

• Make other regulatory filings.

• Assist in obtaining required consents of Third Parties.

• Prepare opinion back-up memorandum and collect supporting documentation.

• Assist at the closing and prepare closing files.

• Prepare and make UCC filings in the relevant jurisdictions.

• Prepare Form ID and Form D documents and assist in obtaining EDGAR filer codes and making Form D filings.

**D. Other**

* Maintain form files and reference materials.
* Perform other tasks as assigned by Partners, supervising Attorneys or other administration personnel.
* Provide backup support for reception, perform secretarial duties and maintain office facilities.
* Train and provide mentoring assistance to receptionists, secretaries, paralegals and law clerks as needed.

**Skills Required:**

* Bachelor’s degree from an accredited university.
* Minimum of 7 years work experience in a law firm and/or an in-house legal department.
* Possess excellent written, communication and proofreading skills with attention to detail.
* Excellent organizational skills and be able to prioritize and work well under pressure.
* Strong interpersonal skills; can interact professionally with staff, attorneys and clients.
* Fluent with Microsoft Office applications (Word, Excel, PowerPoint, etc.).

**Pay Range:**

$75,000 - $118,500 salary based on experience.

KO currently offers employees health care benefits, opportunity to participate in a 401K plan, a profit sharing plan, transportation or parking stipend, and technology stipend.

**About KO Law Firm | Koenig, Oelsner, Taylor, Schoenfeld & Gaddis PC**

We’re an innovative corporate and commercial law firm with a team of experienced lawyers and a practical, efficient, business-focused approach.

We deliver top notch national corporate and business law experience without the typical high-pressure approach. Our attorneys are routinely [recognized by the industry](https://kofirm.com/ko-partner-jennifer-rosenthal-named-super-lawyers-rising-star-2) and many of [the industries we work in](https://kofirm.com/denver-business-journal-names-charles-ciaccio-among-2018-whos-energy), and have the same prestigious national experience you’ll see at other firms, but the similarities end there.

We have been recognized by the [Denver Business Journal](https://www.linkedin.com/company/2576436/) with a Best Places to Work award, and we have a great team culture.

The KO team is committed to improving our communities through participation in and support of organizations and causes that make them better. KO has been instrumental in building and supporting the Colorado business and entrepreneurial infrastructure, through ongoing work with Colorado’s incubators and accelerators, teaching at area universities and presenting at legal and business conferences. KO also supports local non-profit and charitable organizations through pro-bono legal services, board service and the firm’s annual charitable giving program.

KO is committed to building an inclusive environment for people of all backgrounds and everyone is encouraged to apply. KO is an Equal Opportunity Employer and does not discriminate on the basis of race, color, gender, sexual orientation, gender identity or expression, religion, disability, national origin, protected veteran status, age, or any other status protected by applicable national, federal, state, or local law.

Contact [recruiting@kofirm.com](mailto:recruiting@kofirm.com) for more information.