



## Paralegal

### **Who We Are**

[Clean Power Alliance](#) (CPA) is Southern California's locally operated non-profit default electricity provider for 32 communities within Los Angeles and Ventura counties and the 5<sup>th</sup> largest electricity company in the State of California. We provide clean renewable energy at competitive rates to over three million residents and businesses through approximately one million customer accounts.

### **What You'll Do**

CPA is seeking an experienced, detailed-oriented, and enthusiastic professional to join our growing team as a Paralegal. This position will have responsibility for a wide range of matters to support CPA's legal, transactional, regulatory, and operational efforts.

### **Who You'll Work With**

The Paralegal works under the supervision and direction of the General Counsel (GC) and has responsibility for a wide range of matters to support CPA's transactional, regulatory, and operational efforts as well as other responsibilities as directed by the GC.

### **Commitment to Diversity**

At CPA, we value diversity and are committed to creating an inclusive environment for all employees. We represent a diverse customer base and intend to hire employees that reflect our communities. Clean Power Alliance provides equal employment opportunities to all applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

### **Culture**

CPA fosters a culture of open communication, responsibility, intellectual curiosity, and exceptional judgment. As a small team that has quickly built the largest Community Choice Aggregation program in the country, high levels of trust, collaboration, and mission alignment are key factors in success. We value fact-based creativity in our work, accountability with our stakeholders, and promote ethical engagement and diversity with our brand.

### **Successful Candidates Must Demonstrate the Following Abilities:**

- Have high attention to detail with strong organizational skills.
- Have strong project management skills.

- Handle multiple priorities to meet deadlines and escalate key issues.
- Work accurately and swiftly under pressure.
- Demonstrate exceptional judgement and integrity.
- Communicate effectively, orally and in writing, and translate complex technical information into non-technical language.
- Have a high tolerance for uncertainty but know how to bring things to resolution.
- Have a strong work ethic befitting an environment transitioning from start-up to operations.

## **Duties and Responsibilities**

### Transactional/Operational

- Work with CPA's commercial teams during contract negotiations by developing turns of energy agreements or amendments utilizing existing CPA pro formas. Turns include, without limitation, edits requested by the GC or commercial teams, quality-control (QC) review of text, punctuation or formatting, and/or incorporating other edits that advance CPA's needs or purposes as identified by the GC.
- Prepare first drafts of agreements, including non-disclosure, indemnity/defense/hold harmless, or other ancillary or collateral agreements using existing forms or by researching new form language, as appropriate.
- Identify, use, or develop systems, procedures, processes, or software, as appropriate, to allow for efficient identification and tracking of issues during contract negotiations, including with regard to related, ancillary or collateral documents.
- Support GC and, when necessary, act as back-up to CPA's Procurement Administrator in relation to CPA's competitive solicitations or contract negotiations for non-energy goods and services.

### Regulatory

- Review drafts of correspondence or pleadings such as motions, data responses, declarations, or compliance filings, including the identification of or redaction of any other confidential or sensitive documents.
- Support GC in relation to CPA's regulatory submittals or filings, and, when necessary, act as a back-up to the CPA Regulatory Analyst in serving or filing any required documents.

### Compliance

- Conduct basic research, gather any relevant information, or prepare initial responses relating to CPA's compliance obligations relating to Financial Interest Form (Form 700), Public Records Act, or Brown Act.
- Review, redact, or bates number documents in response to requests by members of the public or other governmental agencies.
- Represent GC by communicating with and obtaining information from the court or from governmental agencies.

- When necessary, act as a back-up to the Board Clerk in the preparation of Board or Committee minutes.

### General Paralegal Responsibilities

- Assist with coordination of GC signature requests or QC review of agreements.

### Perform other duties as assigned.

### **Qualifications**

Candidates must have a bachelor's degree and a minimum of 8 years of paralegal experience. Start-up experience or experience with energy commercial transactions is highly desired. Must be able to sit or stand at a desk and work on a computer for prolonged periods. Currently, this position is temporarily remote; however, when the office reopens in September, this position is expected to report to our downtown Los Angeles office a minimum of 3 days per week. (The actual days of the week to be worked in the office will be determined by CPA, not by the candidate.)

### **Required Skills**

- Excellent Microsoft Word, Excel, and PowerPoint skills.
- Excellent verbal and written communication skills.
- Excellent organizational, scheduling, time management skills and attention to detail.
- Ability to act with integrity, professionalism, and confidentiality.

### **Salary and Benefits**

The salary range for this position is \$113,370-\$153,820, with exact compensation to be determined by Clean Power Alliance, dependent on experience. Benefits include health care, a 401(k)-like match program, paid vacation, and sick leave. This is not a civil service position; however, all CPA employees are required to submit a Statement of Economic Interests form, also known as the Form 700.

### **How to Apply**

Candidates should visit

[https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R\\_ID=3703531](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=3703531). The start date for the position is as soon as possible and will remain open until filled.