



Corporate & Compliance Paralegal

Copic Job Description

JOB OVERVIEW

JOB TITLE	Corporate & Compliance Paralegal
DEPARTMENT	Legal
FLSA CLASSIFICATION	Non-exempt
REPORTS TO	General Counsel

JOB SUMMARY

Provide corporate and compliance paralegal services to the Legal Department, working closely with the General Counsel and other attorneys in the Legal Department, to support regulatory compliance, corporate document & contract management, corporate governance, legislative support, and legal research needs. An essential component of role is managing Legal Department organization and processes.

KEY RESPONSIBILITIES

Regulatory Compliance:

- Monitor compliance for Copic-related legal entities, including registrations and annual reporting.
- Maintain a centralized compliance recordkeeping system.
- Coordinate with internal departments to ensure timely submissions.
- Monitor state departments of insurance for regulatory updates impacting the business.
- Coordinate HIPAA and other related privacy-related compliance tasks.

Document and Contract Management:

- Assist with implementation and operation of CLM software; manage the full contract lifecycle and coordinate contracts across departments.
- Assist with creation and maintenance of key corporate legal documents, including contracts, insurance policy forms, and other documents.
- Utilize Westlaw CoCounsel and other software to assist attorneys with contract and other document drafting.

Corporate Governance:

- Draft corporate governance documents, resolutions, and meeting minutes.
- Support the General Counsel with Board and Governance Committee documentation.
- Manage corporate records and filings, ensuring compliance with formalities and regulations.

Legislative Support:

- During the annual legislative sessions, collaborate with Public Affairs Department on legislative reviews and title board submissions across multiple states.

KEY RESPONSIBILITIES CONTINUED

Department Operations and Oversight:

- Heavy use of Westlaw Precision and Westlaw Co-Counsel to perform essential functions of paralegal role and to assist departmental attorneys with regulatory and statutory research.
- Use of current AI platforms (primarily Westlaw and Copilot) and emphasis on increased integration of AI into all departmental functions.
- Organize and update department records and files.
- Intake interdepartmental and outside requests to Legal Department and track associated attorney workflow.
- Coordinate department meetings and ~100 annual educational presentations by departmental attorneys.

REQUIRED QUALIFICATIONS & SKILLS

- Undergraduate degree and:
 - 5+ years of corporate paralegal experience.
 - 3+ years of regulatory compliance experience.
- This position requires the ability and desire to handle a high level of independence and responsibility.
- Ability to produce high quality, professional work product while meeting established timeframes/deadlines.
- Must be of a mindset to adopt and heavily use AI software, particularly Westlaw AI products.
- Excellent computer skills including high degree of proficiency in Word, Excel, PowerPoint, SharePoint, Teams, Copilot, and Westlaw.
- Ability to learn company-specific software platforms, such as Salesforce, Oasis, and ImageRight.
- Accuracy, good judgment, organizational skills, and attention to detail are essential.
- Ability to effectively seek, obtain, and follow direction from departmental attorneys.
- This position involves frequent, independent interaction with every other department and department leader in the Company. The position therefore requires the ability to work effectively and amicably with others.
- The position requires the highest level of confidentiality regarding Copic legal and business matters.
- Deductive reasoning and critical/analytical thinking skills are essential to every function of this position.

DESIRED QUALIFICATIONS & SKILLS

- Health law and/or insurance law experience highly preferred
- Experience with CLM software or other contract management experience highly preferred.

WORKING CONDITIONS

- Typical Office Environment
- Hybrid Schedule. Office located in Denver, Colorado
- Schedule
 - Full-Time, 40 hours per week
 - Business Hours: 8am-5pm MST
- Ability to sit or stand for long periods of time.
- Ability to spend a significant amount of time working on a computer
- Ability to work overtime when necessary.

Disclaimer: *This is not meant to be comprehensive. Job duties and/or qualifications are subject to change depending on business need.*

About Copic

Copic's mission is to improve medicine in the communities we serve. We strive to be the premier diversified service organization providing professional liability insurance and other needs of the health care community through advocacy, innovation, and the commitment and dedication of our employees.

We offer competitive wages, a comprehensive and highly sought-after benefits package, and a great work environment with fun, friendly people who truly enjoy their work. Hiring range for this position is \$76,964.45/annually to \$96,205.57/annually.