



JOB DESCRIPTION

JOB TITLE: PARALEGAL
DEPARTMENT: LEGAL/CDFI
REPORTS TO: GENERAL COUNSEL/CDFI COORDINATOR (GC)
SUPERVISES: N/A
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

The Bank Paralegal provides legal and administrative support to the Bank's community development activities and other general legal needs.

KEY RESPONSIBILITIES:

Community Development & CDFI Support

- Assist with CDFI Fund-related compliance documentation, reporting, research, applications, and deployment functions.
- Assist with the administration of NMTC on behalf of the bank and its affiliates.
- Assist with the administration of the bank's affiliated Non-Profit, FNB Community Fund.

New Markets Tax Credit (NMTC)

- Support pre-closing diligence for NMTC transactions
- Review deal structure documents and closing checklists
- Coordinate with CDEs, investors, and external counsel
- Maintain organized NMTC transaction files

Commercial Lending – Pre-Closing Diligence/Review

- Review commercial loan documentation prior to closing as needed
- Assist with title, survey, and organizational document review
- Track and monitor conditions precedent
- Identify missing or inconsistent documentation

General Paralegal

- Assist with reviewing legal documents for the bank, including contracts, family, estate, corporate, transactional, and court documents

- Assist with reviewing policies for the bank
- Assist with drafting legal documents for the bank
- Assist with legal research
- Assist GC with legal matters as directed
- Assist with organization of legal files and calendar, and litigation management.

OTHER FUNCTIONS

Performs other duties as assigned or required.

MINIMUM REQUIREMENTS

The following are required to enable job holders to perform the essential functions of the job.

1. SKILLS

- Proficient in operating standard office equipment including personal computers, calculators, copiers, printers, telephones, and scanners.
- Strong interpersonal skills with the ability to build rapport and communicate effectively with diverse individuals.
- Strong organizational skills with the ability to prioritize tasks, manage multiple projects, and meet deadlines effectively.
- Self-motivated and capable of working independently with minimal supervision.
- Proficient in word processing software (e.g., Microsoft Word) and skilled in creating, formatting, and editing various documents.
- Excellent written and verbal communication skills, including active listening, clear articulation, and professional correspondence.
- Demonstrated ability to handle confidential information with discretion and integrity, adhering to relevant policies and regulations.
- Excellent attention to detail and organizational skills.
- Ability to work collaboratively with multiple departments to meet deadlines.
- Demonstrates a high degree of professionalism, poise, and tact when interacting with clients and colleagues, consistently representing the bank in a positive light.

2. KNOWLEDGE

- Thorough understanding of banking policies, procedures, and internal controls.
- Demonstrated understanding of loan origination and closing processes and relevant compliance guidelines.
- Knowledge of general legal terms, documents, court systems and procedures.
- Aptitude for learning and utilizing proprietary banking software and systems.
- Understanding of common legal and banking terms and industry-specific language.
- Strong word processing skills, including document creation and formatting.

3. EXPERIENCE/EDUCATION

- Associate's degree or higher; paralegal certificate preferred
- 2–5 years of relevant paralegal experience
- Experience with real estate
- Strong organizational and communication skills

4. ENVIRONMENT

Stress involved due to conflicting demands on time and need for constant speed, accuracy, and courteous handling of customers.

5. SCHEDULING

No special requirements. Normal hours are 8:00 a.m. to 5:00 p.m. Monday through Friday.

To apply for this position, download and save the Application Form located on our Careers page. Once completed, please send the Application by attaching it in an email to: careers@fnboxford.com.

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