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Paralegal – Finance (Hybrid)

Ballard Spahr LLP is seeking a paralegal to support our nationally-recognized public finance lawyers who represent governmental entities and 501(c)(3) exempt organizations in virtually every type of public finance transaction. This position is located in Minneapolis and offers a work schedule of 3 days a week in the office. The successful candidate will undertake a range of tasks and responsibilities that include:

* preparation of documentation for municipal bond offerings, including organizing, proofreading and assembling documents
* conducting due-diligence; gathering and organizing financial data related to bond issuers from public sources, drafting documents and opinions; coordinating closing logistics
* preparing and filing of UCC Financing Statements; researching industry databases, publicly-available information from local governments and other sources, and applicable law

This position requires someone who is detail-oriented, with the ability to manage multiple priorities and with an understanding of the cycle of a transaction. Candidates considered will be proactive self-starters with demonstrated experience maintaining high quality work products in a fast-paced environment and within time constraints. Strong writing and proofreading skills, oral communication skills, research, organizational and interpersonal skills are essential to be successful in this position.

Minimum requirements include prior work experience with financial or real estate transactions, ideally in public finance; intermediate level of technical proficiency in Microsoft Office applications (including Excel); and strong basic mathematical skills. Basic understanding of financial statements and experience with document management systems would be very helpful. Must be able to work overtime, as needed. Candidates with experience in other practice areas or whose experience and skills are closely related to this position will be considered.

Ballard Spahr is committed to increasing diversity in the legal profession and supporting communities where we live and work. People from all backgrounds are valued and integrated into every part of the firm. **Diverse candidates, including women, people of color, members of the LGBTQIA+ community, veterans, and individuals with a disability, are encouraged to apply.**

The health, safety and well-being of our Ballard community is a top priority. Therefore, all lawyers and staff are required to be fully vaccinated as a condition of employment. We believe this is the most prudent position to take in order to meet our obligation to provide as safe of a workplace as possible. The firm will provide exemptions and accommodations for medical and religious reasons consistent with applicable law.

The firm is not accepting resumes from search firms for this position.

Ballard Spahr offers excellent compensation, a comprehensive benefits package, and a generous paid time off program. For immediate consideration, please visit <https://jobs.silkroad.com/BallardSpahr/Careers> and apply online.

Ballard Spahr is an equal opportunity employer committed to fostering a culturally diverse environment. The firm encourages applications from a diverse pool of candidates, and all qualified applicants will receive consideration for employment without regard to race, ethnicity, religion, age, national origin, handicap or disability, citizenship, sex, pregnancy, childbirth or related medical condition, sexual orientation, gender identity and expression, transgender status, sex stereotyping, genetic information, ancestry, veteran status or any other category protected by applicable law.