



**Looking for a Flexible Full-Time Job? Enjoy the freedom of working
from your home on your own schedule?
Join our growing team as a Legal Specialist!**

The Legal Specialist reviews complex legislative and regulatory enactments for effect on policy, completes research, analysis and provides support for the product development and update processes.

KEY RESPONSIBILITIES:

- ★ Monitor legislative and judicial developments that affect assigned states, regions or products, including developments in the areas of public safety, risk management, civil rights, employment, criminal and civil liabilities law.
- ★ Propose and draft content and revisions to Lexipol policies and other products.
- ★ Provide support to Legal Attorneys.

QUALIFICATIONS:

- ★ Knowledge of principles, methods and techniques of legal research.
- ★ Demonstrated abilities to review large and complicated documents and provide feedback within established timeframes.
- ★ Excellent communication skills including the ability to clearly and effectively convey information (orally and in writing) to individuals and groups.
- ★ Proficient with Microsoft Office Suite Applications (Word, basic Excel, Outlook). Ability to learn specialized software systems.
- ★ Excellent organization and time management skills and the ability to multitask with shifting priorities.
- ★ Ability to establish and maintain effective working relationships.
- ★ Knowledge of risk management and policy theory, principles and practices and their application to public safety activities.

EDUCATION AND EXPERIENCE:

- ★ Juris doctor degree, paralegal certificate or accredited degree related to legal research. An undergraduate degree is acceptable if combined with 10 years of employment in the public safety sector.
- ★ In addition, minimum of five years' experience in legal research, with at least two years in a state or local government agency or law firm that has experience in public safety, criminal or civil rights litigation preferred.
- ★ Prior experience in development or administration of public safety policy required.

COMPENSATION AND BENEFITS:

Lexipol offers a flexible schedule, competitive salary and annual bonus, comprehensive benefits including 401(k) with Company match.

**For consideration, please email your resume, cover letter with
salary expectations to legalcareers@lexipol.com**

Include Legal Specialist in the subject line.

Lexipol is an Equal Opportunity Employer. Visit us at www.lexipol.com Please no third parties.