



**Job Announcement**  
**Paralegal/Contract Administrator**

CIRM was established in 2004 with the passage of Proposition 71, the California Stem Cell Research and Cures Initiative. The statewide ballot measure, which provided \$3 billion in funding for stem cell research at California universities and research institutions, was approved by California voters, and called for the establishment of an entity to make grants and provide loans for stem cell research, research facilities, and other vital research opportunities. For more information, please visit [www.cirm.ca.gov](http://www.cirm.ca.gov).

Under the direction of the General Counsel, the Paralegal functions as the administrative manager of the Office of General Counsel and as the contract administrator for the agency. The incumbent will draft talking points and assist in preparing presentations for public meetings. He/She will attend meetings, take notes, and prepare minutes. He/She will assist in moving regulations through administrative law process, assist in processing and analyzing public comment, work with Office of Administrative law, and maintain files for same. He/She will research and analyze statutes, regulations and judicial decisions. He/She will assist with preparation of conflict of interest disclosures, track and maintain records of same and other duties as assigned.

**Qualifications**

- Bachelor's degree and five years related experience or equivalent combination of education and experience.
- A demonstrated ability to take charge of projects, overcome obstacles, and move them to completion with minimal supervision.
- Excellent organizational skills, including a demonstrated ability to prioritize a wide variety of tasks and work on multiple tasks simultaneously, while timely meeting deadlines and keeping materials organized.
- Demonstrated ability to work flexibly in a fast-paced environment where priorities often shift.
- Experience in and ability to read, analyze, and interpret legal documents and government regulations.
- Experience in and ability to write business correspondence.
- Demonstrated ability to communicate effectively both orally and in writing.
- Proficiency in Microsoft Word, Outlook, Excel, PowerPoint, Acrobat and legal databases.
- Willingness work without substantial clerical support and provide same as needed.
- High client service ethic.
- Tactful and discreet.
- Excellent interpersonal skills, flexibility and problem-solving skills.

**Desirable Qualifications**

- Ability to anticipate the concerns and needs of others.
- Calm under pressure.
- Good judgment.



- Dependable.
- Some experience in financial management.
- Some experience working in a private law firm or familiarity with law firm billing practices

**Salary Range**

This position will be hired at Level 3 (\$60,000-\$90,000) depending upon the candidate's experience. Salary will be commensurate with the candidate's skills, knowledge and experience.

CIRM offers a very competitive benefit package as a California state agency.

The position is open until filled.

**HOW TO APPLY:** Interested candidates please submit:

- Cover letter
- CV/Resume
- California State application (STD. 678) which can be obtained from our website at <http://www.cirm.ca.gov/jobs/> to:

[jobs@cirm.ca.gov](mailto:jobs@cirm.ca.gov) or CIRM Search, 210 King Street San Francisco, CA 94107.

**CIRM is an Equal Opportunity Employer and committed to a diverse workforce.**