



## Job Description

**Position Title:** Paralegal  
**Department:** BOX Exchange - Legal  
**Reports to:** General Counsel

**Date:** June, 2021  
**Status:** Full Time, Exempt

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### Position Duties:

- Legal research into SEC and SRO rules and analysis
- Assisting in the drafting rule filings and legal memorandum
- Keep team abreast of legal and regulatory developments
- Maintain and update the exchange website with rule filings, rule change, pilot reports
- Track Exchange rule filings, customer lists, etc.
- Coordinate Internal Compliance process with employees.
- Edit documents, filing and other administrative duties as needed.
- Other special projects as assigned or directed.

### Education:

Bachelor's degree in business, finance, or economics or equivalent.

### Experience:

A minimum of 2 years of related experience in Regulation and Compliance preferred. Prior experience either with a law firm, as a member of a corporate in-house legal department, or with a state/municipal/federal entity with a focus on legal matters, such as a court or regulatory agency, is helpful but not required.

### Job Knowledge and Skills:

- Basic knowledge of the options industry, securities markets or overall financial services is desirable and will be helpful.
- Strong oral and written communication skills.
- Strong analytical skills and ability to problem solve in a logical manner.
- Strong attention to detail and good organizational skills.
- Ability to meet deadlines in a dynamic and fast paced environment.
- Strong PC skills including applications such as Word, Excel, Access, Outlook, and Power Point.