



INTERNATIONAL
DECISION SYSTEMS

893 Paralegal II Minneapolis, MN

International Decision Systems, Inc. is a world-class software developer of enterprise level software for the commercial finance industry. Headquartered in Minneapolis, MN with global offices in Australia, Europe and India, International Decision Systems, Inc. has a 30-year history of serving the majority of the top 200 leasing organizations worldwide. International Decision Systems, Inc.'s customers are among the largest publicly traded organizations in the world and they value International Decision System, Inc. for its nimble, responsive technology expertise. At International Decision Systems, Inc. you'll be part of an innovative team of professionals who serve the world's commercial finance industry with progressive products and financial depth only available from an integrated strategic partner.

Job Summary:

Preparation, negotiation and review of legal documents; ensure compliance with legal agreements. Relies on experience and judgment to plan and accomplish goals. Works under general supervision, reports to an attorney.

Essential Duties and Responsibilities:

- Assemble, proof, and edit standard license and maintenance contracts and addenda and negotiate and draft non-standard contract provisions for IDSI and Third Party Software.
- Draft memoranda summarizing compliance issues related to non-standard contract provisions for IDSI and Third Party Software; advise departments regarding non-standard provisions.
- Draft standard templates for the licensing of IDSI software and third party products
- Draft and negotiate (both in oral and in written formats) non-standard contract provisions for Statements of Work and supporting documentation.
- Prepare and maintain corporate minute books for subsidiaries of IDS Group, Inc; responsible for all necessary filings with secretary of state and comparable international agencies.
- Track all notice and deadline dates for customer contracts, third party contracts, real property leases, and trademark filings; advise departments regarding upcoming and notice deadlines dates.
- Ensure compliance with source code escrow agreements; act as main contact for escrow agent for contracts, deposits, and billing.
- Prepare and, if necessary, negotiate prospect nondisclosures related to documentation, track evaluation periods, and follow up with prospects for the return of evaluation copies of documentation.
- Assist accounting department in collection efforts including the preparation of Summons and Complaints
- May perform other duties, including legal research projects and proofing various legal documents.
- Administer all agreements for purposes of invoicing annual fees for support and maintenance
- Administer all agreements for purposes of providing notices

- Administer all agreements ensuring execution, imaging and return of fully executed agreements to customers.

Additional Responsibilities:

- Organize, prioritize, and handle multiple tasks/assignments/projects.
- Participate in proactive team efforts to achieve departmental and company goals.
- Provide leadership to others through example and sharing of knowledge/skill.
- Perform other duties as assigned.

Qualifications:

- Two - five years paralegal experience and Associates paralegal degree; or
- Five years paralegal or related experience.

Knowledge, Skills and Abilities:

- Experience with direct customer contact.
- Ability to communicate with end business customer and attorney's regarding company's position and to negotiate a compromise acceptable to company and customer.
- Ability to solve problems that are moderate to complex.
- Knowledge of laws and regulations applicable to corporations in general and software companies specifically.
- Knowledge of general contract law.
- Detail oriented.
- Good time management, organizational skills, communications and decision-making.
- Ability to perform duties with general supervision.
- Experience with PCs, word processing, spreadsheets, and legal reference materials.

*Candidate must be able to pass criminal and credit background check.

*As an Equal Opportunity Employer, we are committed to a diverse workforce.

**This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.*

To be considered for this position, please apply at the link below.

<http://rec.direct-assessment.net/test//Forms/LoginAssessment.aspx?SecurityKey=43EF8F07-3135-4F3E-B51C-DCD5A815079D>