

NYLIM Job Posting

Job Title: Legal Assistant (Paralegal)

Group: NYLIM Legal, PNJ

Date: May 7, 2008

Duties and Responsibilities

- Assist attorney in research, document review, and special projects.
- Maintain tickler spreadsheet of outstanding projects and client requests.
- Maintain legal subject and project files.
- Compose routine correspondence and memoranda.
- Review and comment on standard form contracts, with attorney direction.
- Maintain current standard form agreement templates.
- Review responses to shareholder complaints, with attorney direction.
- Coordinate implementation of legal recommendations with Retail distribution and Transfer Agency personnel.
- Assist attorney in researching, compiling, and drafting responses to regulatory inquiries and examinations.
- Process and track outside blue sky related bills and budget.
- Work with various departments to properly register funds in each state.
- Coordinate information retrieval for and completion of applications for mutual fund D&O/E&O insurance coverage, with attorney direction.
- Assist in the maintenance and filing of registration statements for registered investment companies and preparation of board materials for mutual fund boards.
- Assist in the management of the unit's filing system.
- Prepare letters, minutes, legal documents, charts/tables/graphs, reports.
- Compose notes, letters and miscellaneous correspondence.
- Interact with Litigation group to maintain status log of outstanding litigation matters involving NYLIM, its affiliated sub-advisers or any of the MainStay Funds.
- Participate in Retail and legal department staff and project meetings.
- Performs other related duties as required.

Knowledge, Skills and Abilities

- Knowledge of legal office procedures and methods including confidentiality, recordkeeping, document control, timekeeping, and reporting.
- Knowledge of legal/business communication, including style and format of letters, memoranda, minutes, and reports.
- Ability to work independently and proceed with objectives without supervision.
- Ability to handle and resolve recurring problems.
- Ability to conduct basic legal research and have a familiarity with the financial services industry.
- Excellent interpersonal, organizational and proofreading skills.

Credentials and Experience

- Bachelor's degree with paralegal certification
- Three years related experience, or equivalent combination of education and experience.

Special Requirements

- Willing to work overtime as requested by Manager and travel on an infrequent basis.

Please submit resumes to nina_dimuro@nylim.com.