



Legal & Security

7 job description templates for legal
and security roles

Legal and Security Roles

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Security Officer

Job description

We are looking for a capable Security Officer. You will ensure the safety of our employees and guests.

- Perform rounds of the facility on an hourly basis.
- Detect any potential threats such as vandalism and robbery.
- Intervene any threats and neutralize them as quick as possible.
- Check-in visitors and issue visitor passes.
- Maintain alertness for long periods of time.
- Recommend changes to outdated and/or ineffective security practices.
- Issue and collect keys from temporary staff and other personnel.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- [X] year(s) experience working as a Security Officer or relevant roles.
- Knowledge of the local geographic area's public safety guidelines.
- Excellent reflex and judgemental skills.
- Strong knowledge of surveillance equipment.
- Security officer registration.
- High School Diploma.



Police Officer

Job description

We are looking for a dedicated Police Officer. You will help us make the city safe, change lives, and be a role model for the youth.

- Utilize community policing strategies.
- Make arrest as needed.
- Patrol the beat within the assigned district.
- Represent the department while attending neighborhood watch meetings.
- Assist in public safety efforts for parades, marches, and demonstrations.
- Interview crime witnesses.
- Verify information provided by witnesses and produce reports.
- Complete the required administrative paperwork and procedures.
- Work with the noise enforcement patrol on a bi-weekly basis.
- Respond to distress calls when dispatched.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- Graduation from the training academy.
- Good communication and decision making skills.
- Valid driving license.
- Ability to pass a background check.
- Ability to uphold the law, and serve the community with integrity.
- High School Diploma.

Data Protection Officer

Job description

We are looking for a diligent Data Protection Officer. You will manage organizational data protection and oversee our GDPR compliance.

- Train the staff involving in data processing.
- Develop and execute relevant compliance projects.
- Conduct regular security audits to ensure compliance and address potential problems.
- Act as the point of contact between the company and any Supervisory Authorities (SAs).
- Give advice on the impact of data protection efforts.
- Monitor and maintain records of all data processing activities conducted by the company.
- Review the company's agreements and contracts with data processors.
- Communicate with data subjects to inform them about how their data is being processed and the rights they have to their data.
- Coordinate data breach response and notification procedures.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- Expert knowledge of data protection law and practices.
- Knowledge of the company's IT infrastructure and organizational structure.
- Align with the company's data processing operations and the level of data protection required for the company.
- Excellent management skills.
- Excellent verbal and written communication in [X] language.
- [X] degree in Law or equivalent.

Legal Assistant

Job description

We are looking for a pro-active Legal Assistant. You will contribute greatly to legal services by managing cases and completing administrative procedures.

- Draft client contracts and submit to staff for review.
- File legal documents and correspondence daily.
- Respond to email, walk-in, and phone inquiries from clients and witnesses.
- Help attorneys prepare for meetings and trials.
- Prepare case testimony, briefs, and interrogatories.
- Research and verify documents and statistics as needed.
- Proofread correspondence, marketing materials, and other written content.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- A proven track record of working as a Legal Assistant or relevant roles.
- Knowledge of legal databases, procedures, and protocols.
- Excellent organizational and time managing skills.
- Analytical and critical thinking.
- Excellent verbal and written communication in [X] language.
- [X] degree in Law or equivalents.

Legal Counsel

Job description

We are looking for a dedicated Legal Counsel. You will make sure that our business adhere to law by giving legal advice and monitor all applicable legal aspects.

- Advise executives on relevant legal issues of the business.
- Oversee internal policies.
- Manage risks in business operations and decisions.
- Draft legal papers, contracts, agreements, and other legal documents as needed.
- Apply abstract principles of law to the concrete facts of a case.
- Protect patents, trademarks, and industrial designs.
- Facilitate the development of documents needed for the transfer of real property.
- Handle litigation.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- Specialty in administrative law and procedures.
- [X] year(s) experience working as a Legal Counsel for businesses.
- A proven track record of creating effective legal strategies.
- High work ethic.
- Arbitration, mediation skills.
- Excellent verbal and written communication in [X] language.
- [X] degree in Law or equivalents.

Legal Secretary

Job description

We are looking for a pro-active Legal Secretary. You will assist attorneys with support for legal cases as well as administrative tasks.

- Research and verify case intelligence.
- Preparation of documents required for litigation (e.g. trial preparation, Note of Issue).
- Manage the office calendar, schedule depositions.
- Handle correspondence of all types (e.g. written, electronic, in-person, and/or phone).
- Prepare client invoices.
- Organize travel arrangements, including booking hotels and airline tickets.
- Complete time sensitive materials with the required urgency.
- Coordinate audio/video and other equipment for virtual meetings and conferences.
- Utilize the document management system to file paperwork appropriately.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- [X] year(s) experience working as a Legal Secretary.
- Familiarity with the rules of court litigation.
- Advanced knowledge of MS Office programs.
- Ability to type [X] words per minute.
- Excellent multitasking and interpersonal skills.
- Excellent verbal and written communication in [X] language.
- Legal Secretary certification or diploma.

Corporate Attorney

Job description

We are looking for an experienced Corporate Attorney. You will ensure the legality of commercial transactions, advise legal rights and duties/responsibilities of corporate officers.

- Negotiate for employees on behalf of the organization.
- Provide legal advice and handle all legal processes, including mergers/acquisitions, tax law bankruptcy, lawsuits, securities, trademarks.
- Establish company policy according to legal issues.
- Provide necessary methods to protect company from legal risks.
- Negotiate business transactions.
- Clarify the intellectual property rights of the organization.
- Maintain confidentiality in all matters.
- Manage all contracts, legal reports and documents.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- Solid knowledge of corporate law.
- [X] year(s) experience with a top-tier law firm.
- Excellent communication and negotiation skills.
- Analytical and logical thinking.
- Ph.D, M.D, or J.D required.
- Active attorney's License.
- Excellent verbal and written communication in [X] language.



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