

February 8, 2012  
Paralegal

**INDIANAPOLIS MOTOR SPEEDWAY**  
**POSITION DESCRIPTION**

**POSITION TITLE:** Paralegal  
**DEPARTMENT:** Legal  
**REPORTS TO:** General Counsel  
**POSITION LOCATION:** Indianapolis/Administration Building  
**FLSA STATUS:** Exempt

**SPECIFIC DUTIES:**

Assist the General Counsel and Corporate Counsel in providing legal counsel to all companies within the Hulman-George corporate structure, including the Indianapolis Motor Speedway, INDYCAR, Clabber Girl Corporation, IMS Productions, and INDYCAR Entertainment.

Under supervision of General Counsel and Corporate Counsel, draft, edit and word process documents regularly prepared and administered by the legal department, including leases, trademark licenses, special event agreements, tickets, releases, waivers, facility usage agreements, promotional rights agreements, and advertising agreements.

Assist the General Counsel and the Corporate Counsel with document management and administration of policies and procedures.

As requested by the General Counsel, travel to and attend racing events, meetings and other functions in the U.S. as a representative of the Legal Department.

Perform other related duties as required by the General Counsel or Corporate Counsel.

**QUALIFICATIONS:**

Strong word processing skills. Ability to create agreements, power point presentations and spreadsheets using Excel.

Analytical thinker and self-starter with ability to focus on corporate goals.

Ability to weather adversity with graciousness.

Effective communication skills.

Attention to detail and strong organizational skills.

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Flexibility and adaptability to considerable variety in work.

Ability to develop strong relationships with members of legal department, internal clients and outside legal counsel.

Three to five years' experience as a paralegal and/or legal secretary in general corporate department of a law firm and/or corporation.

Appreciation for the tradition and legacy of the Hulman-George family businesses.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.