

# Alcohol Beverage Compliance Paralegal

Napa, CA

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We are seeking an accomplished Alcohol Beverage Compliance Paralegal experienced in alcoholic beverage regulatory compliance, including without limitation federal and state licensing, state by state compliance filings, federal tax filings, state label registrations and federal label approvals.

Located in the wine regions of Napa and Sonoma, Dickenson Peatman & Fogarty (DP&F) has been providing full service legal representation to clients throughout California, the United States and abroad since 1964, and has extensive experience in wine industry and alcohol beverage law. In addition to alcohol beverage law, the Firm's major practice areas include business and corporate dealings, land use matters, labor and employment, civil litigation, intellectual property, geographical indications, real property transactions, and wine law.

**Alcohol Beverage Compliance Paralegal:** As our Alcohol Beverage Compliance Paralegal, you will work in and with our alcoholic beverage legal team. Responsibilities will include completing and filing applications for all types of alcoholic beverage licenses, including retail licenses, manufacturing licenses, wholesale licenses, direct shipper permits, certificates of compliance and out of state supplier licenses. Licensing will include new licenses, as well as transfers or changes in control.

You will work directly with clients to obtain information to complete applications, and will be responsible for tracking projects through completion. Projects will include a mix of one-time licensing as well as complex multi-state licensing projects. You will assist our clients with managing and completing their ongoing licensing and compliance needs, including monthly, quarterly and annual compliance and tax filings. You will work with the alcoholic beverage licensing authorities in all 50 states and with the federal Alcohol Tobacco Tax and Trade Bureau (TTB).

You must have at least one year of experience working at a compliance company, a winery or alcohol manufacturer in their compliance department, as a Paralegal at a law firm in an alcohol beverage group, or comparable experience. You need to have excellent written and verbal skills, a professional and personable demeanor, strong organizational skills, along with the ability to

prioritize and manage multiple tasks. You need to be proficient in Microsoft Office Suite, state and federal licensing platforms and ShipCompliant.

**Physical Requirements:** Sitting for extended periods of time, reading, writing, typing, speaking (in person and on the phone), and lifting up to 20 pounds.

**What We Offer:**

- Competitive base pay based on experience;
- Flexible working environment for work-life success;
- Full health insurance plan, including dental and vision;
- Wellness program including gym membership;
- Flexible Spending Accounts;
- 401(k) plan including employer match;
- Employee and Family Assistance Program;
- Educational Assistance Plan including student debt relief;
- Parental/Family Leave;
- Generous paid time off plus 10 paid holidays.

**About the Law Firm:**

DP&F is a full-service law firm with twenty-seven attorneys in two offices in Napa and Santa Rosa, California. DP&F was founded in 1964 and serves clients from all over the world in the alcohol beverage and hospitality industries, as well as other local businesses. DP&F offers its employees a close knit, family-oriented culture and a collegial work environment.

DP&F recognizes the systems of inequality and privilege which are endemic in the legal industry and our community, and our responsibility to challenge those systems. We are committed to fostering a more inclusive firm culture, increasing diversity among our firm leadership, attorneys, and staff, and supporting marginalized, underrepresented, and underserved communities.

**To Apply:**

Please [email](#) a copy of your resume to us with a cover letter letting us know why you are a good fit for the position and why you want to work at DP&F.