



CASINO REINVESTMENT DEVELOPMENT AUTHORITY POSITION DESCRIPTION

POSITION: Paralegal
FLSA STATUS: Exempt
UNION STATUS: Non-Union
REPORTS TO: General Counsel

JOB SUMMARY: The Paralegal will provide legal support to the Law Department.

KEY RESPONSIBILITIES: Working in collaboration with other Law Department staff:

1. ***Real estate closing documents*** – draft all real estate closing documents for Department attorney review based upon Document Requests received by the Planning and Development department, including Contract for Sale of Real Estate, Deed, Affidavit of Consideration, Affidavit of Title and Seller's Residency/Non-residency Certification. Draft/prepare correspondence to Sellers enclosing Agreement of Sale and any other closing documents. Maintain Real Estate Acquisition Log for each Project and all properties within each Project; monitor and follow up with Department attorney and Planning and Development department as required.
2. ***Environmental compliance*** – interface with Authority staff and outside consultants to coordinate the Authority's compliance with New Jersey Department of Environmental Protection (NJDEP) regulations; ensure timely review by Department attorney and submittal of reports and forms to NJDEP.
3. ***Insurance/risk management*** - Maintain all insurance portfolio and related risk management claims and files, and coordinate communications with the Authority's insurance broker.
4. ***Legal Research*** – conducts legal research, using LexisNexis, to identify laws, regulations, pending legislation and other relevant legal materials and prepares report of findings to Department attorneys.
5. ***Contracts*** – drafts contracts and amendment to contracts for review by Department attorneys when directed.
6. ***Open Public Records Act*** – will act as the Authority's custodian of records; process all requests for records for review by Department attorneys before release.
7. Other related duties as assigned.

QUALIFICATIONS AND REQUIREMENTS:

- Paralegal certification from an ABA-accredited program required. Bachelor's degree

from an accredited institution preferred.

- At least seven (7) years of paralegal experience in a law department or firm.
- Previous paralegal experience in one or more of the following substantive areas of law preferred: commercial contracts, environmental regulations, insurance/risk management, and real estate.
- Attention to detail and maintaining confidentiality at all times.
- Excellent judgment; know when to seek clarity and/or assistance.
- Pleasant attitude (excellent “people skills”); ability to work with diverse groups of people; ability to complete assignments by working independently and as part of a team.
- Excellent organizational skills and the ability to prioritize work.
- Ability to work under pressure to meet deadlines.
- Self-motivated and possess the ability to learn quickly.
- Computer proficiency and working knowledge of Microsoft Office suite of products.
- Excellent verbal and written communication skills with the ability to communicate effectively across the Authority with all departments.
- Ensure compliance with all Authority policies and procedures as well as State, Federal, and local regulations.
- Ability to respond effectively to quickly changing priorities and responsibilities.
- Notary public desired.

APPLICATION PROCESS:

To be considered for this position, please visit

<https://recruiting.paylocity.com/recruiting/jobs/List/3473/NJ-Casino-Reinvestment-Development-Authority>.

CLOSING DATE:

April 15, 2019