PROSECUTOR’S OFFICE
PARALEGAL SPECIALIST
(Part-time)

JOB SUMMARY:
Under direction, assists in the preparation of cases for legal action, conducts assigned legal research, gathers factual information, and assists in the preparation of legal documents; does other related duties

ESSENTIAL DUTIES AND RESPONSIBILITIES:

• Gathering all relevant facts pertaining to the case in preparation for trial.
• Conducts legal research to identify laws, judicial decisions, legal precedents, and other relevant case material and prepares report of findings.
• Provides technical assistance to staff.
• Prepares drafts of legal arguments and various legal documents, obtains affidavits, and assists the attorney during trial or hearing.
• Organizes and maintains reference files, collects and analyzes evidence for hearings, and prepares informative or explanatory material on relevant laws, and agency regulation and policy.
• Researches and analyzes law sources such as statutes, recorded judicial decisions, legal articles, constitutions, and legal codes to prepare drafts of legal documents such as briefs, pleadings, appeals, and contracts for the review, approval, and use by attorney.
• Briefs attorneys prior to a hearing or court appearance, assembles and arranges case files, documents, and exhibits.
• Attends court sessions or hearings.
• Drafts correspondence and pleadings.
• Examines case files and records; determines issues and sufficiency of evidence or documentation.
• Reviews and answers correspondence.
• Summarizes depositions, interrogatories, and testimony for review.
• Establishes and maintains records and files.

MINIMUM REQUIREMENTS:
• Graduation from an accredited college or university with an Associate’s degree as a Legal Assistant or in Paralegal Studies. A Juris Doctorate (JD) may be substituted.
• Knowledge of MS Office – Word, Excel, PowerPoint, and Outlook required.
• At least two (2) years of experience performing paralegal duties is required.
• Experience in civil litigation, redevelopment, drafting municipal agreements, sunshine, ethics, public records laws, procurement, land use and zoning matters. Meaningful litigation support experience is also desired.
• Excellent written, verbal and oral communications skills

Please submit cover letter and resume to the City of Atlantic City, Human Resources Department, Room #416, 1301 Bacharach Blvd., Atlantic City, New Jersey 08401 or email to achr@cityofatlanticcity.org by January 24, 2020.

The City of Atlantic City is an Equal Opportunity Employer.