



**State of New Jersey
Board of Public Utilities**

ANTICIPATED JOB VACANCY

****Applicants who previously applied to anticipated job vacancy 05-18 need not reapply.****

JOB POSTING #: 10-18

DATE OF POSTING: May 17, 2018

DATE OF CLOSING: May 31, 2018

TITLE: Paralegal (Confidential Secretary)

SALARY: Commensurate with Experience

EXISTING VACANCIES: One (1)

DIVISION/LOCATION: Board of Public Utilities
Counsel's Office

GENERAL DESCRIPTION: Under general direction of an attorney, performs work involved in research of laws, rules, and regulations, the investigation of facts, and the preparation of documents used in briefs, pleadings, appeals, and other legal actions; does other related duties as required.

RESPONSIBILITIES OF THE POSITION:

- Provides legal administrative assistance
- Assists with summarizing comments, discovery, testimony and other law related materials
- Assists with Legal Research on the internet and Lexis
- Maintains multiple tracking calendars
- Creates and maintains tracking of deadlines for cases
- Creates and maintains tracking for transmitted cases
- Assists multiple attorneys in managing cases
- Creates and maintains calendar for public hearings and confirms reporter and presiding officer for said hearings
- Creates and maintains service lists for major cases
- Prepares and finalizes agenda packets for Board Secretary for procedural orders initiated by Counsel's office

REQUIREMENTS

EDUCATION: Graduation from an accredited college with an Associate's degree as a Legal Assistant or in Paralegal Studies or, an Associate or Bachelor's Degree and a Certificate of Proficiency in Paralegal Studies.

NOTE: Possession of a Juris Doctorate (JD) degree may be substituted for the above education.

NOTE: Rule 1:20-20(a) prohibits attorneys that have been disbarred, resigned with prejudice, transferred to disability- inactive status, or is under suspension from the practice of law in this or any other jurisdiction from being employed as paralegals/legal assistants in the State of New Jersey.

EXPERIENCE: Three (3) years of experience as a paralegal in a law firm, legal tribunal, or legal department in a public or private entity whose primary function is the research, enactment, enforcement, or litigation of legal matters.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

OPEN TO THE FOLLOWING CANDIDATES: Open to NJ Residents.

NOTE: RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

The State of New Jersey is an Equal Opportunity Employer.

PLEASE FORWARD RESUMES VIA MAIL OR EMAIL TO:

(Please include a writing sample and reference posting number and position title in the subject):

NJ Board of Public Utilities
Office of Human Resources
44 South Clinton Avenue
P.O. BOX 350
Trenton, NJ 08625
humanresources@bpu.nj.gov