

**PARALEGAL SPECIALIST**  
**25 HOURS/PART-TIME**  
**\$36.15 HOURLY**  
**DEFINITION:**

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.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

**EXAMPLES OF WORK:**

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.

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.

Obtains documents from appropriate sources.

Prepares reports, findings, surveys, and recommendations to assist members of the legal staff.

Provides technical assistance.

Reviews and answers correspondence.

Reviews brief format prior to court submission.

May schedule cases for attorneys and assemble data and information required for preparation of court cases.

Interviews clients.

Locates and interviews witnesses.

Drafts correspondence and pleadings.

Summarizes depositions, interrogatories, and testimony for review.

Examines case files and records; determines issues and sufficiency of evidence or documentation.

Briefs attorneys prior to a hearing or court appearance, assembles and arranges case files, documents, and exhibits.

Attends court sessions or hearings.

Establishes and maintains records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

## **REQUIREMENTS:**

### **EDUCATION**

Graduation from an accredited college or university 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:** 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.

**NOTE:** Two (2) years of experience in the preparation of drafts of contracts, briefs, motions, affidavits, or other legal documents and/or experience in the analysis of judicial decisions, legal opinions, rulings, memoranda, and other legal material, and the preparation of summaries of the points of law involved, may be substituted for the above education requirement.

**LICENSE:**

Appointees 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 the essential duties of the position.

**KNOWLEDGE AND ABILITIES:**

Knowledge of legal principles and concepts.

Knowledge of techniques and materials used to conduct legal research.

Knowledge of legal publications and periodicals.

Knowledge of legal terminology.

Ability to gather, assemble, and analyze facts.

Ability to conduct legal research.

Ability to read and interpret, laws rules and regulations and apply them to specific situations.

Ability to review, analyze, and evaluate factual materials.

Ability to prepare correspondence and reports.

Ability to locate and prepare digests of court decisions, precedents, legal opinions, legal citations, and other legal material.

Ability to interview clients to obtain information.

Ability to prepare drafts of proposed rules, regulations, and opinions.

Ability to prepare materials for briefs, hearings, and reviews.

Ability to establish and maintain records and files.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation

is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

\*This will be a provisional appointment pending the outcome of an open competitive examination\*

**Interested candidates should forward a cover letter with resume to: City of Orange Township-29 No. Day St.-Orange, NJ-07050-attn. Personnel Department or via [email-ltaylor@ci.orange.nj.us](mailto:email-ltaylor@ci.orange.nj.us). Closing Date for submission-January 16, 2017**