

CRDA PARALEGAL

JOB TITLE: Paralegal

SUPERVISION RECEIVED: Works under the limited supervision of the General Counsel.

POSITION PURPOSE:

This position will support the General Counsel by performing a variety of legal tasks, including assisting in the preparation of legal documents, conducting research, managing case files, and ensuring compliance with all applicable laws and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time for any reason, including reasonable accommodation.

- Review and summarize legal documents, identifying key issues and applicable laws, and coordinate communication between General Counsel, outside counsels, and third-parties;
- Assist attorneys with legal research and the preparation of legal documents, correspondence, and notices;
- Responsible for assisting with the maintenance/coordination of the Owner's project files for CRDA-financed design and construction projects, electronically and hard copy formats;
- Responsible for assisting with the maintenance/coordination of individual construction project files containing: plans, specifications, addendums, sketches, request for information, bid documents, contract documents, submittals, schedules, minutes and other correspondence;
- Responsible for working with borrowers, contractors, vendors, suppliers, and other third-party service providers to ensure that they are meeting contractual obligations and prepares state-mandated compliance reports;
- Attends project-related meetings, prepares minutes, and provides general administrative support;
- Responds to external and internal audit requests;
- and performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of office administration and management; considerable knowledge of department and/or unit policies and procedures; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communications; considerable interpersonal skills; and knowledge of governmental regulations, policies, and legal procedures

Ability to understand and apply statutes and regulations; ability to maintain confidentiality and exercise discretion in handling sensitive information; ability to operate office equipment which may include computers or other automated equipment; proficiency in Microsoft Office Professional with an emphasis on Word and Excel to format and create professional documents to be used and distributed on the executive level. Candidate must have strong organizational skills and ability to prioritize duties and complete within required deadlines.

EXPERIENCE AND TRAINING:

General Experience:

Minimum of three (3) years' experience working as a paralegal, preferably in a governmental environment.

Associate degree in Paralegal Studies or related field from a qualified college or university.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop. The employee must be able to lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate, however, can be loud due to office machines, telephone activity and simultaneous conversation in the work area, or on the convention center show floor. Requires in-office presence. Limited work-from-home availability after probation period.

POSITION BENEFITS:

As a CRDA employee, you may be entitled to a host of benefits that are attractive. Some of the benefits that may be offered with this position include: health and dental insurance; accrued vacation, personal, and sick leave; retirement plan; group life insurance; and 13 paid holidays.

Annual salary range for this position is \$60,000 to \$73,000.

CRDA is an Affirmative Action-Equal Opportunity Employer.

Please remit cover letter, resume and references by Monday, March 3, 2025, 3:00PM to:

crdaadmin1@crdact.net

Jennifer Gaffey

CRDA

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