

The Camden City Attorney's Office is seeking an outstanding Paralegal Specialist to join our team. If you are looking for a challenging, dynamic, and fast paced environment, the Camden Law Department is for you. We are looking for innovative problem solvers, creative thinkers, and team players to support one of America's historic cities. This is important, rewarding and hard work.

The municipal law portfolio covers a wide variety of practice areas. As a member of our team, you can expect to assist attorneys in handling multiple legal matters simultaneously. The day-to-day responsibilities for the Paralegal Professional position include:

- Conducts initial assessment of case file to identify Court deadlines and additional investigatory requirements, (i.e. surveillance, background checks, employment history, and/or social media review). Coordinates surveillance and conducts or manages completion of necessary investigations.
- Prepares court filings required to obtain any necessary deadline extensions and works with adverse counsel to perfect those extensions.
- Drafts discovery requests, answers to discovery and subpoenas.
- Prepares court filings or edits and proofreads court filings prepared by trial lawyer.
- Prepares and organizes deposition and trial exhibits.
- Participates in internal and court conferences concerning the management and disposition of cases.
- Works with subject matter experts retained for case defense.
- Assists trial attorneys at arbitration and trial.
- Performs legal research as needed.

#### Required Skills

- Excellent written and verbal communication skills
- Self-directed with the ability to work in a fast-paced environment on multiple issues and with multiple internal and external stakeholders
- Strong analytical skills as well as organizational skills
- Ability to be discreet with confidential information and sensitive issues
- Must be team oriented with the ability to work on high collaboration and performance teams
- Knowledge/Skills/Abilities: Microsoft 365 and Office Suite

#### Minimum Qualifications

- 2 years of professional experience as a litigation paralegal (or equivalent position or work experience).
- Associate's Degree as a Legal Assistant or in Paralegal Studies from an accredited college or university or,
- Associate's or Bachelor's Degree from an accredited college or university with a Certificate of Proficiency in Paralegal Studies, or
- Juris Doctor (J.D.) Degree from an ABA Accredited Law School.
- Significant experience with litigation in New Jersey a plus.

Please submit cover letter, resume to Lisa Y. Picon, Personnel Officer at [LiPicon@ci.camden.nj.us](mailto:LiPicon@ci.camden.nj.us) Deadline for submission is August 26, 2022.