

# Legal Assistant

Location: New Castle, DE

Salary: \$46,732 to \$54,979 (Grade L)  
(Commensurate with experience and skills)

**Opening Date: February 7, 2019**

**Closing Date: Until Filled**

## **I. POSITION SUMMARY**

The Legal Assistant position researches law, investigates facts, and prepares documents to assist the Staff Attorney and Property Manager by performing a variety of support duties.

## **II. ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Researches and analyzes facts along with primary and secondary source materials such as statutes, administrative code, case law, and public records
- Prepares and administers execution of legal documents including contracts, licenses, leases, Resolutions, policies, closing papers and binders, deeds, memoranda and general correspondence
- Maintains databases and other necessary records including tenant financial record and compliance reporting records
- Performs other clerical duties such as maintaining calendar and assists with scheduling appointments and meetings, providing information to callers, taking minutes, composing and typing routine correspondence, and reading and routing incoming mail
- Prepares affidavits of documents and maintains document file
- Prepares real estate closing statement and assists in closing process
- Reviews legal documents and provides summaries
- Files correspondence and legal documents in office filing system, including conversion from paper to electronic formats
- Ensures proper indexing and filing of original legal documents
- Provides the highest level of customer service and professionalism to all internal and external customers
- Other duties as assigned

## **III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to write and edit reports, business correspondence, and procedure manuals
- Knowledge of the methods, sources of information, and materials of legal research
- Ability to collect, compile, analyze, evaluate and maintain data from multiple sources
- Knowledge of the principles and practices of substantive and procedural real estate and contract law
- Ability to apply a general knowledge of insurance requirements to review certificates of insurance
- Knowledge of legal terminology
- Superior interpersonal skills
- Strong analytical and problem-solving skills

- Strong computer skills including intermediate to advanced proficiency using Microsoft Excel, Word, Power Point, Docusign and legal software systems
- Superior organizational skills and ability to prioritize assignments
- Must be able to handle confidential information with a high level of discretion
- Ability to provide superior customer service

#### **IV. REQUIRED EDUCATION AND EXPERIENCE**

- Bachelor's Degree and/or Paralegal certification preferred
- High school Diploma or equivalent in conjunction with significant and relevant education and experience required
- Experience in real estate or contract law and administration preferred

#### **V. LICENSES, REGISTRATIONS, AND/OR CERTIFICATES**

- Must possess valid driver's license
- Current Notary Commission in NJ and DE or ability to qualify for same

#### **VI. ADDITIONAL REQUIREMENTS**

- Candidates are subject to a pre-employment physical, drug test and background investigation
- The Delaware River and Bay Authority requires all employees to have direct deposit with a financial institution or enroll in the payroll card program to receive their bi-weekly pay

**If you are interested in applying for this position please complete the on-line application at [www.drba.net](http://www.drba.net). In addition, please attach a resume to the completed application.**