

JOB DESCRIPTION

Title Paralegal/Receptionist

Qualifications

1. Must possess a bachelor's degree, or the equivalent, from an accredited college or university.
2. Must possess paralegal certificate or extensive prior experience as a paralegal.
3. Must possess excellent technical skills with a thorough knowledge of Excel.
4. Demonstrate the ability to handle multiple priorities while adhering to deadlines.
5. Demonstrate the ability to exercise good judgment and make independent decisions.
6. Demonstrate ability to organize legal documents and track cases.
7. Demonstrate excellent organizational skills.
8. Demonstrate the ability to function as a confidential employee.
9. Must possess excellent personal and telephone manner.

Reports To

Chief Association Counsel

Job Goal

It is the responsibility of the NJASA Paralegal to assist the attorneys in document management, organization, legal research, client contact, and preparing legal and other documents as necessary to effectively serve the members of the association. The NJASA Paralegal shall project the image of the Association to members in a professional and courteous manner.

Performance Responsibilities:

1. Organize and manage all legal documents.
2. Maintain all legal files.
3. Perform legal research as directed by the Chief Counsel or one of the Assistant Counsels.
4. Contact clients, attorneys, court personnel, and other individuals as required by the NJASA attorneys.
5. Edit research publications as directed by the Chief Counsel.
6. Maintain attorney calendars and track all attorney deadlines.
7. Compose, edit, and send correspondence as directed by the NJASA Attorneys.
8. Compose, edit, and provide research for NJASA publications as directed by the NJASA attorneys.
9. Answer phones, transfer calls and assist callers as needed.
10. Receive, screen and direct visitors to the office to the proper location.
11. Maintain the schedule for the NJASA retirement consultant, process all relevant correspondence, maintain the waiting list, field phone calls, and schedule appointments.