

PARALEGAL

Location: New Castle, DE

\$65,300 to \$80,000 annualized (Grade 106)
(Salary commensurate with experience and skills)

Opening Date: October 24, 2025

Closing Date: November 24, 2025

I. POSITION SUMMARY

The Paralegal position assists the Delaware River and Bay Authority's (Authority) in-house Legal Counsel/Chief Ethics Officer by providing support for a variety of legal and compliance matters arising as part of the Authority's business management and operations. The Paralegal will translate complex legal concepts into actionable tasks related to compliance, governance, ethics, contracts, policy issues, litigation, FOIA requests, leases, employment issues, procurement, and environmental matters. The Paralegal will assist in triaging, managing, and streamlining these diverse tasks, ensuring that legal and compliance requirements are met efficiently and accurately. Work will include independent document preparation and review, research and investigation requiring discretion and sound judgment, and keeping official Authority records. The ideal candidate is adept at multitasking and has prior experience working with an in-house legal team.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepare, review, edit, proofread and summarize documents including contracts, licenses, grant agreements, leases, resolutions, policies, memoranda, and general correspondence
- Conduct research and analyze factual and legal issues using primary and secondary source materials
- Review and edit form agreements, highlighting areas of concern for further review
- Maintain standardized operating procedures and workflows, utilizing contract management, e- billing and compliance databases to enhance legal operations efficiency
- Triage incoming work for in-house counsel by communicating on their behalf, obtaining information, following up on delegated assignments
- Compile information and prepare statistics, charts, graphs, and other summaries
- Perform administrative duties such as maintaining calendars, scheduling appointments, taking meeting minutes, composing routine correspondence, and routing incoming mail
- Provide additional support to Executive Director and/or Board of Commissioners as needed
- Deliver the highest level of customer service and professionalism to all internal and external customers
- Perform other duties as assigned

III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Proficiency in legal research and writing
- Strong interpersonal and communication skills
- Ability to independently prepare and edit various documents
- Ability to collect and analyze data from multiple sources
- Attention to detail, excellent time management and organizational skills; able to prioritize and manage multiple tasks
- Ability to work independently, meet deadlines, perform well under pressure and facilitate solutions
- Strong analytical and problem-solving skills
- Proficiency in Office 365, Docusign, Lexis/Nexis, PACER or other legal research, e-billing and contract management platforms with the ability to quickly learn new tools and applications

- Ability to work collaboratively in a team environment
- Strong ethical standards, integrity and discretion
- Superior customer service

IV. REQUIRED EDUCATION AND EXPERIENCE

- Associate's degree required
- Bachelor's degree preferred
- Three (3) or more years of experience serving as a Paralegal performing related work required
- Certification from an ABA-approved paralegal program required
- Experience working for an in-house legal department preferred
- 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

- Subject to a background investigation, pre-employment physical examination including drug test
- Delaware River and Bay Authority requires all employees to have direct deposit with a financial institution to receive their bi-weekly pay
- Must be able to travel to and work from the Delaware Memorial Bridge Complex in New Castle, DE

If you are interested in applying for this position, please complete the on-line application at www.drba.net. In addition to the online application, please attach a current resume.

The Delaware River and Bay Authority is an Equal Opportunity Employer