Legal Operations Paralegal

Location*:* New Castle, DE

Salary: $71,800 - $88,000
(Commensurate with Experience and Skills)
(Grade 107)

Opening Date: November 19, 2026 **Closing Date: Until Filled**

I. POSITION SUMMARY

The Legal Operations Paralegal position supports the Delaware River and Bay Authority's (Authority) in-house Legal Counsel/Chief Ethics Officer in a variety of legal and compliance matters arising as part of the Authority's business management and operations. This role functions as hybrid paralegal and legal operations professional, serving as the primary point of contact for contract intake, workflow management, contract lifecycle execution and day-to-day administration of DRBA's CLM platform. This individual partners closely with counsel and works with all other DRBA departments to ensure contracts are processed efficiently, consistently and in compliance with DRBA policies. This role requires strong paralegal judgment, hands-on CLM expertise and the ability to work independently in a fast-paced cross-functional environment.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Act as a trusted partner to Legal Counsel , supporting legal operations and workflows.
- Serve as first-line support for internal customers.
- Manage contract intake, triage, and prioritization in alignment with legal guidance and business needs.
- Maintain accurate and complete records, including execution status, amendments, renewals, and required notices.
- Prepare, review, edit, proofread and summarize documents including contracts, licenses, grant agreements, leases, resolutions, policies, memoranda, and general correspondence, highlighting areas of concern for further attorney review.
- Conduct research and analyze factual and legal issues using primary and secondary source materials to prepare reports, 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 understanding of contract lifecycle management and legal operations workflows.
- Strong interpersonal and communication skills and ability to collaborate across legal, technical and business stakeholders.
- Ability to exercise sound judgment and maintain confidentiality
- Excellent attention to detail and strong organizational skills

- Ability to work independently, manage competing priorities, manage frequent interruptions, meet deadlines, and facilitate solutions
- Proficiency with Office 365 and general business systems
- Service-oriented individual with high personal standards and a hands-on work style

IV. REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree
- Five (5) or more years of experience performing related work.
- Paralegal certification from an ABA approved paralegal program
- 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 drug test, and pre-employment physical examination
- Delaware River and Bay Authority requires all employees to have direct deposit with a financial institution to receive their bi-weekly pay

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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