



**State of New Jersey  
Board of Public Utilities**

**ANTICIPATED JOB VACANCY**

**DATE OF POSTING:** June 10, 2010

**DATE OF CLOSING:** July 1, 2010

**TITLE:** Paralegal Technician Assistant

**SALARY:** \$32,845.02 – \$46,004.10

**EXISTING VACANCIES:** One (1)

**DIVISION/LOCATION:** Board of Public Utilities  
Newark/Trenton Office

**GENERAL DESCRIPTION:** Research laws, rules, and regulations, investigate facts, and prepare documents for use in briefs, pleadings, appeals, and other legal actions; does other related duties.

Other duties and responsibilities include, but are not limited to:

- Analyze filings, and prepare discovery; reviews, discovery responses and follow up discovery as needed; prepares cross examination, briefings, Board Orders and minutes.
- Prepare correspondence in response to citizen inquiries and other similar matters.
- Collects and compiles data.
- Establishes and maintains records and files.
- Prepares reports concerning rate and tariff matters containing findings, conclusions and recommendations.
- Gathers information needed to prepare testimony identifying the strength and weaknesses of petitioner's requests, general and specific conditions affecting the industry, impacts of proposals on the general public and other components, and rules, regulations and precedents.
- Interprets laws, rules, regulations, standards, policies and procedures.

- Investigates and provide recommendations for resolution of inquiries and complaints concerning basic rate disputes.
- Prepares statistical calculations, charts, and graphs to demonstrate the need for and/or impacts of various options for structuring rate schedules to meet approved determination of revenue requirements.

**REQUIREMENTS:** Graduation from an accredited college or university with an Associate's degree as a Legal Assistant of in Paralegal Studies or, an Associate or Bachelors Degree and a Certificate of Proficiency in Paralegal Studies.

**NOTE:** A Juris Doctorate (JD) degree may be substituted for the above education requirement.

**NOTE:** Rule 1:20-20(a) prohibits attorneys that have been disbarred, resigned with prejudice, transferred to disability-inactive status, or under suspension from the practice of law in this or any other jurisdiction from being employed as paralegals/legal assistants in the state of New Jersey.

**This position is funded through the American Recovery and Reinvestment Act (ARRA) for a period of no longer than two years.**

**OPEN TO THE FOLLOWING:** Open to all NJ Residents.

**The State of New Jersey is an Equal Opportunity Employer.**

**PLEASE FORWARD ALL RESUMES & COVER LETTERS VIA MAIL,  
FAX, OR EMAIL TO:**

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