

Legal Assistant Paralegal Job Posting

September 2018

The Long Island Power Authority (“LIPA”) is seeking a candidate for the position of Legal Analyst.

The Legal Analyst will work directly with LIPA’s attorneys and senior management to prepare for and track regulatory proceedings, filings, and Board meetings. The Legal Analyst will organize and be responsible for managing LIPA regulatory filings and routine reports to ensure accuracy, quality, and timely filing. Additionally, this individual will be responsible for document management that adheres to LIPA’s record retention policies, safeguarding files and retrieving data effectively.

Specific job functions:

- Work directly with attorneys and senior management to prepare and assist with regulatory proceedings and filings, Board Meeting materials and regulatory review (e.g. SEQRA); conduct research; develop and maintain a calendar system to organize matter flow and track deadlines, including regulatory, environmental, contracts and new projects
- Participate in establishing and updating policies and procedures to organize, classify and retain documents and information; maintain corporate, legal and regulatory documents in accordance with record retention requirements
- Track Federal and State energy laws and regulations, including proceedings of administrative agencies and industry regulatory bodies, such as FERC, NYPSC, NYDEC and NYSERDA
- Prepare and file routine reports and coordinate responses to inquiries such as FOIL (basic daily maintenance/tracking of requests), Project Sunshine and Procurement Lobbying reports
- Consult with attorneys to identify best practices and establish processes for electronic and paper discovery
- Manage legal and industry subscription services for LIPA

Knowledge, Experience and Skills Required:

The candidate should have initiative, be responsive and able to identify and escalate issues in a timely manner, and have excellent verbal and written communication skills and organizational abilities, including:

- The ability to communicate effectively with a variety of contacts including senior management, members of the Board of Trustees, outside attorneys, service provider personnel and regulators
- Basic project management skills including following up with team members to meet deadlines
- An undergraduate degree, associate degree in paralegal studies, or equivalent experience
- Team player, able to work independently
- Interest in the energy industry, environment, regulatory policy a plus
- Strong interpersonal skills
- Proficient in Microsoft applications, including Word, Excel, PowerPoint

- Experience in SharePoint and Caseworks a plus

LIPA offers a competitive salary and benefits package commensurate with experience and responsibilities.

LIPA is an equal opportunity employer.

Applying:

Interested parties should submit their cover letter and resume to Barbara Ann Dillon, Director of Human Resources and Administration, at jobs@lipower.org