



## Paralegal

Do you want to join a team that values Service, Collaboration and Excellence?

Do you want to work with an organization that is committed to serving its customers and community by providing clean, reliable, and affordable energy to Long Island and the Rockaways?

Is being part of a value-driven organization important to you?

**If yes, please check us out!**

We are a team of motivated, engaged and exceptionally talented self-starters, willing to roll up our sleeves and do what is necessary to get the job done. If you are interested in joining this dynamic team and have a passion to learn, develop and want your experience to make an immediate impact, please apply.

### What We Offer

We offer an environment of continuous development and growth. LIPA offers a thriving company culture, exceptional colleagues, and great benefits. Our benefit package includes:

- ❖ Hybrid work and flexible hours
- ❖ Medical insurance
- ❖ Dental and vision insurance at no cost to employee
- ❖ Paid holidays and generous leave time
- ❖ Professional development opportunities
- ❖ Educational assistance opportunities
- ❖ Multiple retirement plan options with company contribution
- ❖ Short-term and long-term disability coverage
- ❖ Flexible spending account
- ❖ Life Insurance
- ❖ 529 College Savings Program
- ❖ \$300 Wellness Reimbursement

### What We Need

- ❖ An undergraduate degree or associate degree in paralegal studies, and 3-5 years of relevant experience.
- ❖ Proficient in Microsoft applications, including Word, Excel, PowerPoint
- ❖ Basic project management skills including following up with team members to meet deadlines
- ❖ Excellent verbal and written communication skills
- ❖ Strong interpersonal skills with the ability to effectively communicate with a variety of contacts including senior management, members of the Board of Trustees, outside attorneys, service provider personnel and regulators
- ❖ Team player, able to work independently

#### LIPA's Corporate Values

**Service:** In all our actions, we serve our customers, community and the environment.

**Collaboration:** We leverage the abilities of our colleagues and stakeholders to benefit our customers.

**Excellence:** We build on our successes, celebrate our wins, and learn from our mistakes.

## What You'll Do At LIPA

The Paralegal will assist in the fulfillment of LIPA's purpose to enable clean, reliable, and affordable electric service for our customers on Long Island and the Rockaways by working directly with LIPA's attorneys and senior management to prepare for and track regulatory proceedings, filings, and Board meetings. The paralegal will organize and be responsible for managing LIPA's regulatory filings and routine reports to ensure accuracy, quality, and timely filing. This position will also be responsible for document management that adheres to LIPA's record retention policies, safeguarding files, and retrieving data effectively. Additionally, the paralegal will assist the Legal department in responding to Freedom of Information requests and information requests from stakeholders. Lastly, the paralegal will assist the Legal department in tracking and documenting the status of metrics and internal projects.

Other Essential Job Functions include:

- Participating in establishing and updating policies and procedures to organize, classify and retain documents and information; maintaining corporate, legal and regulatory documents in accordance with record retention requirements; coordinating review and updating of contract administration manuals required under LIPA's contract with its service provider.
- Preparing and filing routine reports and coordinating responses to inquiries such as FOIL (basic daily maintenance/tracking of requests), Project Sunlight, and Procurement Lobbying reports.
- Tracking Federal energy laws and regulations, including proceedings of administrative agencies and industry regulatory bodies, such as FERC, NYPSC, NYDEC, and NYSERDA.

Salary Range: \$83,000 - \$101,000

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 [2023Paralegal@lipower.org](mailto:2023Paralegal@lipower.org)

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