



## WATERFRONT COMMISSION OF NEW YORK HARBOR

**Position:** Paralegals

**Salary Range:** \$33,000 - **FULL TIME – CONFIDENTIAL**

**Date:** Tuesday, January 27, 2009

Paralegals assist attorneys in all aspects of investigations, hearings and post hearing litigation, performing duties such as – communicating with Police Departments and courts to compile documents, analyzing documents and coordinating case schedules.

Applicants should have a strong academic record; and demonstrate superior organizational, interpersonal and communication skills.

Applicants should possess good personal character, integrity and judgment.

Foreign language skills, especially Spanish – helpful. Fax (212-905-9249) or email ([pratchik@wcnyh.org](mailto:pratchik@wcnyh.org)) resume – academic transcript – a writing sample and three references.