



State of New Jersey

Paralegal / Legal Support Internship (Unpaid)

Name and Location of Agency/Department Requesting Intern:

NJ Casino Control Commission
General Counsel's Office
Tennessee Avenue and Boardwalk
Atlantic City, NJ 08401

Functions of Agency/Department:

The General Counsel's Office renders legal advice to the Commission to support its daily decision making in furtherance of statutory directives and agency initiatives.

Intern Duties/Responsibilities:

Participate in legal research and analysis on a wide range of legal matters related to casino and key employee licensing, ethics, records management, appeal proceedings and regulatory and legislative proposals. Other duties may also be assigned.

Educational Requirements:

The position is best suited for students with a background in law or paralegal studies, research methods or a closely allied field. Applicants should have successfully completed at least one year of collegiate coursework, two years or more is preferred.

Skills, Training or Qualifications:

The Commission is seeking students with a sincere interest in a career in the law or a governmental regulatory agency. Previous office experience is preferred. Applicants must be proficient in Microsoft Office. Internet and LexisNexis research experience and knowledge of legal publications and materials is a plus. Attention to detail, ability to gather, assemble and analyze facts, prepare legal memoranda, correspondence and reports, and excellent communication skills are essential to this position.

Time Commitment:

Minimum 12-20 hours per week for 8-10 weeks. Internship hours must occur during normal business hours (Monday-Friday between 8:30 A.M. and 4:30 P.M.) Applicants able to schedule the maximum hours/duration listed for internship typically gain a more in-depth experience.

Benefits Available to Intern:

Although this is an unpaid internship that does not lead to permanent employment, students are offered an excellent opportunity to gain experience in legal research and analysis, apply academic knowledge, develop career skills, build their resumes, and explore career options with State of New Jersey agencies/departments.

Application deadline: January 28, 2019

Submit a Letter of Interest and Resume to: HRRESUME@CCC.STATE.NJ.US