**SOUTH JERSEY PORT CORPORATION**

**NOTICE OF JOB OPENING**

**DATE: 03/26/2024**

**LAW CLERK Internship**

**The South Jersey Port Corporation (“SJPC”) is seeking to fill a Law Clerk position. The SJPC is an agency of the State of New Jersey, which builds, maintains and operates marine terminals in the South Jersey Port District to create economic opportunities and to enhance the region’s intermodal transportation system. The SJPC owns and operates the Joseph A. Balzano and Broadway Marine Terminals in the Port of Camden, the Salem Marine Terminal at the Port of Salem, and the Paulsboro Marine Terminal at the Port of Paulsboro.**

**The successful law clerk will receive an hourly compensation rate of $20.00 per hour. All assignments require a full-time commitment (40 hours a week) for approximately 12 weeks, beginning Monday, June 3rd, 2024.**

**GENERAL SUMMARY:**

The position is responsible for assisting SJPC’s Director of Legal and Regulatory Affairs on a wide range of legal and regulatory matters, as needed. The law clerk joining our team will assist with various administrative legal tasks to ensure that the Director of Legal and Regulatory Affairs can efficiently and effectively complete his duties. The duties and responsibilities of the law clerk may include:

* Preparing legal documents such as contracts, leases, memoranda and pleadings.
* Executing the legal and technical tasks assigned, per the instructions given.
* Conducting legal research work and verifying legal citations and points of law.
* Compiling, analyzing and interpreting laws, statutes, rulings, regulations and case law.
* Ensuring that file and case documents are properly ordered and available.
* Attend meetings to listen to and record critical information.
* Performing administrative support functions like drafting correspondence/emails, placing and returning phone calls, and maintaining files.
* Preparing disciplinary documents such as preliminary and final notices and reprimands.
* Reviewing and revising procurement documents to ensure legal compliance.

**MINIMUM QUALIFICATIONS:**

* Candidates must be currently enrolled in an accredited law school and must have completed their first or second year.
* Excellent interpersonal and writing skills.
* Organized with strong conceptual and research skills.
* Critical thinker who displays accuracy and attention to detail.
* Able to read and interpret complex legal data and information.
* Fantastic document management expertise.
* Ability to interface with all levels of personnel and management.
* Must possess or be able to obtain a Transportation Security Administration Worker Identification Credential from the Transportation Security Administration per 33 C.F.R. 105.
* SJPC is an Equal Opportunity Employer.

**HOW TO APPLY:**

Please submit resume, cover letter outlining reasons for their interest in the position, and unofficial academic transcripts to [jshaffer@southjerseyport.com](mailto:jshaffer@southjerseyport.com)

South Jersey Port Corporation does not provide housing nor relocation assistance for law clerk/internship/co-op positions.

All resumes are due by **04/16/2024**. Additional information regarding this employment opportunity is available online at <http://www.southjerseyport.com/careers/>.

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Andrew Saporito,

Executive Director & CEO