

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: December 18, 2015

Closing Date: December 30, 2015

**DEPUTY ATTORNEY GENERAL
Civil Division, Departments and Agencies Unit, New Castle County**

Description of Duties:

This Deputy Attorney General position is in the Civil Division, Departments and Agencies Unit, New Castle County, and is primarily responsible for providing guidance to the Delaware Department of Justice (“DOJ”) and its staff regarding the Delaware Freedom of Information Act (29 *Del. C.* Chapter 100) (“FOIA”).

The FOIA Deputy works closely with the Chief Deputy Attorney General, State Solicitor and DOJ FOIA Coordinator to review and respond to petitions submitted to the DOJ pursuant to 29 *Del. C.* §10005(e). The Deputy reviews allegations and responses, provides recommendations to the State Solicitor and Chief Deputy Attorney General and participates in drafting determinations.

The FOIA Deputy also reviews all FOIA requests for DOJ records and, working closely with the DOJ FOIA coordinator, provides timely responses to those requests. Additional duties include answering questions from DOJ employees regarding the DOJ’s interpretation of FOIA, responding to citizen inquiries regarding the status of FOIA requests for DOJ records, updating the DOJ policy manual for FOIA Coordinators and working with the FOIA Committee to prepare annual training programs for Delaware’s FOIA Coordinators. The FOIA Deputy works with attorneys and staff across DOJ units, as well as with state FOIA Coordinators and attorneys representing a wide variety of Delaware public bodies and must successfully develop relationships with professionals in state and local government.

The FOIA Deputy will also work with the State Solicitor to respond to third-party subpoenas served on the DOJ, and may be required to support other Civil Division deputies with their case load as necessary. Candidates must possess excellent writing, research and statutory interpretation skills and must be able to work independently.

Internal Employees, who are interested in being considered for this Deputy Attorney General position, please submit an updated Resume or Summary of work experience to the Director of Human Resources.

External Applicants: Please submit Resume and an appropriate writing sample to the Delaware Department of Justice, Human Resources, 820 N. French Street, Sixth Floor Wilmington, DE 19801, or E-mail to DOJHR@state.de.us or Fax to: 302-577-5866. EOE.