

**DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: October 21, 2015

Closing Date: October 29, 2015

LEGAL ASSISTANT

**Criminal Division, Direct Report to the State Prosecutor
New Castle County**

Job Responsibilities and Duties:

As Legal Assistant, this integral and unique position reports directly to the State Prosecutor of the Delaware Department of Justice. An experienced individual is sought to compile, review and evaluate legal documents and prepare memos. The Legal Assistant must be able to prioritize the needs of the State Prosecutor's schedule, including meetings, committee obligations DOJ initiatives, and case work. The Legal Assistant is expected to be conversant with the work of committees and keep abreast of substantive developments as well as work on tasks to be completed by the Department of Justice. The Legal Assistant will establish and maintain case files with accuracy and completeness and will conduct case law and other research. The Legal Assistant may also work on pending cases assigned to the State Prosecutor. The Legal Assistant will be required to obtain information and reports from the courts and police agencies, gather and track statistical information, utilize criminal justice technology databases and assist during trial. The position also entails tracking of reciprocity agreements regarding Concealed Weapon permits with other states.

Minimum Qualifications:

- A Bachelor's degree **AND** a paralegal certificate from an ABA-approved or Department-sponsored program **OR** a Bachelor's degree **AND at least** two years of law school
- Excellent oral and written communication skills
- Excellent organizational skills
- Experience in legal research which includes researching statutes, regulations, case law and background information
- Experience in drafting legal documents which includes presenting facts, setting out and analyzing legal precedents
- Experience in assisting in case preparation
- Knowledge of state and federal codes, laws, rules, and regulations
- Advanced knowledge of the methods and techniques of legal research
- Strong ability to set work and time priorities in a fast-paced work environment

Internal employees who are interested in being considered: Please submit an updated Resume or Summary of Work experience to the Director of Human Resources.

External Applicants: Please submit your Resume and State Application to the Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801 or E-mail to DOJHR@state.de.us or Fax to: 302-577-5866. EOE.