

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: November 23, 2015

Closing Date: December 2, 2015

**PARALEGAL
Felony Screening Unit, Criminal Division
Kent County**

Job Responsibilities and Duties:

This Paralegal will provide general paralegal support to Deputy Attorneys General in the Felony Screening Unit, Criminal Division, in Kent County. Primary responsibility is to provide paralegal support by reviewing and analyzing legal documents and drafting documents. Paralegal will maintain files, prepare litigation documents and investigate case-related issues and facts and will coordinate research, investigative reports and case preparation for the Deputy Attorneys General. Applicant must demonstrate strong organizational and computer skills and be able to work accurately and independently within strict time frames.

Minimum Qualifications:

No less than five (5) years of employment with the Delaware Department of Justice in a similar capacity **AND** a paralegal certificate from an ABA-approved, non-ABA approved or Department-sponsored program, **OR**

An Associate's degree in Paralegal Studies from an ABA-approved program, **OR**

A Bachelor's degree **AND** a paralegal certificate from an ABA-approved or Department-sponsored program **OR**

A Bachelor's degree in Paralegal Studies from an ABA-approved program **OR**

A Bachelor's degree **AND** one year of law school

Internal applicants: Please send an updated Resume or a summary of work experience to the Director of Human Resources.

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