

**DELAWARE DEPARTMENT OF JUSTICE  
CASUAL/SEASONAL JOB OPENING**

*This is a Casual/Seasonal position (maximum of 37.5 hours work per week) without healthcare benefits. Salary will be commensurate with experience.*

**Opening Date: February 1, 2016**

**Closing Date: February 16, 2016**

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**LEGAL ASSISTANT**

**Executive Division, Direct Report to the Chief Deputy Attorney General  
New Castle County**

Job Responsibilities and Duties: This experienced individual will provide assistance to the Chief Deputy Attorney General, Executive Division. The position is located in New Castle County, but the work may pertain to any matter the Department of Justice handles, statewide. Responsibilities will include legal research, preparing memoranda of law and other documents, digesting legal opinions and articles and creating and maintaining case files. This individual will be required to work on highly-sensitive and confidential issues, including work with and for the Attorney General.

Candidate must have experience conducting legal research and analyzing legal precedent. Candidate must be able to work accurately and independently, within strict time frames and with minimal direct guidance and supervision. Candidate must also have excellent oral and written communication skills and excellent organizational skills.

Minimum Qualifications:

At least two years of law school; OR

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

At least five years' employment as a paralegal at the Department of Justice.

Please submit a Resume and State Application to the Delaware Department of Justice, Human Resources, 820 N. French Street, Sixth Floor, Wilmington, DE 19801, E-mail to [DOJHR@state.de.us](mailto:DOJHR@state.de.us) or Fax to 302-577-5866. EOE.