

DELAWARE DEPARTMENT OF JUSTICE
CASUAL/SEASONAL JOB OPENING

Opening Date: November 7, 2016

Closing Date: November 18, 2016

PARALEGAL
Criminal Division
Sussex County

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

Job Responsibilities and Duties:

Incumbent provides paralegal support to Deputy Attorneys General in the Criminal Division in Sussex County. Incumbent's duties include researching, preparing and processing legal documents for the Deputy Attorneys General and is responsible for various paralegal duties in preparation of cases for trial, including victim/witness contact, obtaining reports and other information requested from police agencies, gathering and tracking statistical information for preparation of cases.

Minimum Qualifications:

No less than five (5) years of employment with the 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 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 or Fax to 302-577-5866. EOE.