

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

Opening Date: May 5, 2016

Closing Date: June 6, 2016

PARALEGAL

Fraud & Consumer Protection Division
New Castle County

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

Job Responsibilities and Duties:

This Paralegal will provide paralegal support for the Criminal Nuisance Abatement Working Group, a special project within the Delaware Department of Justice. The Paralegal will work with Deputy Attorneys General and Special Investigators within both the Fraud and Consumer Protection Division and the Criminal Division, in New Castle County. This special project aims to address the connection between blight and crime, and reduce crime and blight throughout the State. The Paralegal will assist Deputies with the filing of civil actions under the Criminal Nuisance Abatement statute, under which the Delaware Department of Justice can file civil actions to abate activities at residential and commercial parcels that qualify as a criminal nuisance. The Paralegal will also assist Special Investigators with developing a record to support civil abatement filings. Though based in New Castle County, responsibilities are statewide. The position entails working closely and collaborating with a team prosecutors and investigators to prepare nuisance abatement cases for prosecution and perform other duties as required. The position will expire after two years.

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.