

**DEPARTMENT OF JUSTICE  
JOB OPENING**

**Opening Date: June 15, 2016**

**Closing Date: June 23, 2016**

**LAW CLERK TO THE STATE PROSECUTOR**

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

**Job Responsibilities and Duties:**

As Law Clerk, 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, draft responses to the Court and prepare memos. The Law Clerk must be able to prioritize the needs of the State Prosecutor's schedule, including meetings, committee obligations, DOJ initiatives, and case work. The Law Clerk 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 Law Clerk will establish and maintain case files with accuracy and completeness and will conduct case law and other research. The Law Clerk may also work on pending cases assigned to the State Prosecutor. The Law Clerk 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.

**Minimum Qualifications:**

- A Bachelor's degree **AND** Juris Doctorate preferred
- 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
- 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, 6<sup>th</sup> Floor, Wilmington, DE 19801 or E-mail to [DOJHR@state.de.us](mailto:DOJHR@state.de.us) or Fax to: 302-577-5866. EOE.