

**DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: August 8, 2016

Closing Date: August 11, 2016

PARALEGAL

Criminal Division, Traffic Safety Resources, New Castle County

Job Responsibilities and Duties:

This is a unique Paralegal position that provides assistance in individual cases, legislation and general policy matters statewide for traffic related law enforcement and safety. In addition to providing general Paralegal support, this Paralegal participates with professional partners and public safety stakeholders on a number of projects such as: preparing case files for all charged Driving under the Influences Offences; researching, filing pleadings, motions and discovery in preparation for pre-trial, trial and post-trial litigation matters; attending court hearings; preparing trial presentation with TrialDirector; assisting and attending various traffic related law enforcement trainings; maintaining vehicular and DUI statistical information; provide direct prosecution support for vehicular fatality crimes, mainly in New Castle County, however on occasion, statewide. In addition, this Paralegal position may be called upon to assist with support in other units, when the need arises.

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.