

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: July 8, 2016

Closing Date: July 14, 2016

**PARALEGAL
Criminal Division/Welfare Fraud/New Castle County**

Job Responsibilities and Duties:

This Paralegal provides paralegal support to Deputy Attorneys General in the Criminal Division, in New Castle County, Kent County, and Sussex County. Specific duties include researching, preparing and processing legal documents; i.e. plea agreement packet (9 – 10 documents), Informations, indictments, pleadings, wage attachments, subpoenas, etc., scheduling criminal cases on the Superior Court docket, coordinating arrest processing (Live SCAN) with police agencies and defendants, interviewing defendants, accompanying *pro se* defendants to Superior Court, assisting them with their plea agreement documents and preparing them to go before the judges/commissioners for the Deputy Attorneys General. This Paralegal is responsible for various paralegal duties in preparation of cases for trial, including victim/witness contact, executing discovery, and evidence preparation. This Paralegal also compiles all statistical data for the monthly Criminal, Civil, and Wage Attachment Case Status Reports. A significant amount of this Paralegal's time is spent on the telephone fielding daily calls from ARMS Investigators, current defendants, ex-defendants, defense attorneys, witnesses, and private citizens (reporting Welfare Fraud), etc. In addition, this Paralegal attends Quarterly and Annual statewide meetings with Audit Recovery and Management Services personnel to discuss changes in policies and/or procedures involving both organizations. If LEISS certification is not already in place, this position requires the DELJIS course to be taken as this Paralegal has to be able to assume the Crime Report that the ARMS/DHSS Investigator has placed in the system.

Please note: This position is located in New Castle County; however, it will require travel at times downstate to Kent and Sussex Counties, to interview defendants.

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.