

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: August 7, 2017

Closing Date: August 14, 2017

PARALEGAL

Criminal Division, Misdemeanor Trial Unit, New Castle County

Job Responsibilities and Duties:

This position provides general Paralegal support to Deputy Attorneys General (“DAGs”) in the Criminal Division, Misdemeanor Trial Unit, in New Castle County. The Misdemeanor Trial Unit is a high volume Unit in which DAGs decide what cases should be prosecuted, which should plead out, what specific plea offers should be on a case by case basis, which cases should be resolved by a trial, and try the ones that are not otherwise resolved. Therefore, the Paralegal’s duties include researching, preparing and processing legal documents with responsibility for various 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 and other related duties as may be assigned.

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 Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link): <http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.