

**\*\*\*This is a REPOST\*\*\***

DELAWARE DEPARTMENT OF JUSTICE

**Casual/Seasonal JOB OPENING**

Opening Date: June 15, 2017

Closing Date: June 23, 2017

*This is a Casual/Seasonal position (maximum of 37.5 hours per week) without benefits. Salary will be commensurate with experience.*

**CASUAL/SEASONAL PARALEGAL**

**Special Victims Unit, Criminal Division, New Castle County**

Job Responsibilities and Duties:

This Paralegal will have a rewarding position providing general paralegal support to Deputy Attorneys General (“DAGs”) in the Special Victims Unit, Criminal Division, in New Castle County. This Paralegal will be an integral part of the prosecution team that seeks justice on behalf of the most vulnerable of victims. Duties include, but are not limited to, reviewing police reports and performing intakes with police officers to gather essential facts for the DAGs to assess cases. This Paralegal will draft charging documents, including indictments and informations, and will prepare files for prosecution by researching statutory and case law, drafting subpoenas, preparing discovery, redacting recorded interviews, and preparing legal correspondence and legal filings.

This Paralegal will work with DELJIS, CJIS, LEISS, Justware and Westlaw.

The duties of a Paralegal in the Special Victims Unit are constantly evolving and may vary depending on the volume of caseload.

This Paralegal must demonstrate excellent organizational and computer skills and be able to work accurately and independently within strict periods with a minimum of direct guidance and supervision.

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, 6<sup>th</sup> Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.**