

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: February 15, 2018

Closing Date: February 23, 2018

This is a Casual/Seasonal position (in order to be in compliance with the Delaware code and provisions of The Affordable Care Act; work hours are required to be less than 30 hours per week, or less than 130 hours per month, on average over the course of a fiscal year; July 1 to June 30). This is a position without healthcare benefits. Salary will be commensurate with experience.

**CASUAL/SEASONAL Background Investigator
Executive Offices, Special Investigations Unit, New Castle County**

Job Responsibilities and Duties:

The Special Investigations Unit, Executive Offices, in New Castle County, seeks a Casual/Seasonal Background Investigator who will be tasked with conducting criminal history background checks for applicants requesting a license to carry a concealed deadly weapon.

The background check shall be conducted in accordance with Delaware Statute. Applicants should be familiar with and have certification, or be able to attain certification, in CJIS, DELJIS, NCIC, LEISS, and other investigative databases. Applicants should have strong written and verbal communications skills. The Background Investigator will be required to prepare and submit reports that will be read by Deputy Attorneys General and court personnel. These reports will be the basis for court action. The Background Investigator will need to be able to provide verbal briefings on the investigative findings to a variety of people.

Minimum Qualifications:

1. Ability to work independently or in a team to conduct background investigations.
2. Ability to prepare comprehensive reports for Deputy Attorneys General and others in the criminal justice system.
3. Ability to present verbal reports clearly and concisely to convey complex concepts.
4. Strong written and verbal skills.

Desired Qualifications:

(Applicants who do not possess the desired qualification(s) will still be eligible to compete for this position if job requirements are met)

1. Experience in the criminal justice field.
2. Experience in preparing written technical reports.

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.