

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: December 27, 2018

Closing Date: January 11, 2019

**PARALEGAL
Criminal Division, Child Predator Task Force, Kent County**

Job Responsibilities and Duties: This Paralegal provides support to the Deputy Attorney General within the Child Predator Task Force Unit, Criminal Division, in Kent County. This Paralegal is tasked with assisting in both the investigation and prosecution stages of Task Force cases. In addition to typical Paralegal duties, such as reviewing and analyzing documents, maintaining files, this Paralegal will assist with legal research and prepping cases for trial, working closely with the Special Investigators and:

Assist in cataloging emerging case law concerning online child sexual exploitation.

Assist in intake of cases from chief investigating officers, file creation, basic case management.

Drafting discovery, indictments, and other miscellaneous documents for attorney review.

Coordinate public awareness events and help disseminate public awareness information.

Manage a statewide caseload which requires coordination with officers throughout the state and ensure timely indictments of Task Force defendants in accordance with grand jury deadlines for each county.

Applicant must demonstrate good organizational and computer skills and be able to work accurately and independently within strict time frames 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, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.