

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: September 3, 2019

Closing Date: September 11, 2019

PARALEGAL

Civil Division, Health and Public Safety Unit, New Castle County

Job Responsibilities and Duties:

This paralegal provides paralegal support for civil commitment hearings to Deputy Attorneys General in the Civil Division, Health and Public Safety Unit, in New Castle County. This position is largely responsible for the overall administration and processing of the civil commitment paperwork prior to, and after, civil commitment hearings. This position includes the following specific duties:

- Screen and prepare the civil commitment paperwork submitted to the DOJ by psychiatric facilities;
- File completed petitions for civil commitment, and administrative paperwork, with the Superior Court;
- Maintain civil commitment files for New Castle County;
- Attend civil commitment hearings and provide administrative support to the Deputy Attorney General, as needed;
- Communicate with the Superior Court regarding civil commitment documents;
- Send out results from the hearings to the relevant psychiatric facilities and community providers;
- Contact psychiatric facilities, case managers, doctors, Commissioners and court staff to locate respondents and verify information for upcoming hearings;
- Contact police agencies for any capiases that are issued in Sussex County; and
- Additional 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@delaware.gov OR Fax to: 302-577-5866. EOE.