

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: December 10, 2019

Closing Date: December 23, 2019

**PARALEGAL
Family Division, Child Support Enforcement Unit
Kent County**

Job Responsibilities and Duties: This Paralegal provides litigation support to Deputy Attorneys General in the Family Division, Child Support Enforcement Unit in Kent County. There is a high-volume workload. This Paralegal supports Child Support Deputy Attorneys General from daily calendar management to drafting motions, pleadings and discovery. This Paralegal maintains daily contact with court personnel in obtaining information on litigation case status and scheduling issues. This Paralegal is the primary point of contact with the Division of Child Support Services case specialists. The position requires significant telephone and personal interaction with caseworkers at the client agency, Family Court personnel and the public. Incumbent must have excellent organizational abilities.

Minimum Qualifications:

Five (5) years of employment with the Department of Justice in a similar capacity **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.**