DELAWARE DEPARTMENT OF JUSTICE
CASUAL/SEASONAL JOB OPENING

Opening Date: February 11, 2020    Closing Date: Open Until Filled

CASUAL/SEASONAL ADMINISTRATIVE ASSISTANT
Consumer Protection Unit
Fraud & Consumer Protection Division
New Castle County

This is a Casual/Seasonal position (29.75 hours per week) without benefits. Pay will be commensurate with experience. There is an immediate need to fill this position.

Description of Duties: The Delaware Department of Justice’s Consumer Protection Unit seeks a casual/seasonal Administrative Assistant to serve as primary administrative support to the executive management; Director and Deputy Director of Consumer Protection. The Consumer Protection Unit has enforcement authority over more than 40 different state and federal laws, with a focus on the Consumer Fraud Act and the Uniform Deceptive Trade Practices Act in Title 6 of the Delaware Code. The Consumer Protection Unit prosecutes civil and administrative cases and conducts multistate investigations in coordination with other states’ attorney general offices. The Director and Deputy Director manage a team of 30 individuals, including attorneys, special investigators, paralegals, and administrative staff. We seek a highly motivated and organized individual to assist with scheduling, phone calls, written correspondence, and case tracking. A successful candidate will be detail-oriented, well-organized, personable, possess strong verbal and written communication skills, and be proficient in Microsoft Word, Microsoft Excel, Microsoft Outlook, and Adobe Acrobat.

Application review will commence on February 25, 2020.

Internal Delaware Department of Justice Applicants: Please submit an updated résumé 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 résumé and the Delaware Department of Justice Application, which can be obtained at the following URL: http://attorneygeneral.delaware.gov/executive/hr/job-application/. External applicants can mail résumé 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.