

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: April 21, 2021

Closing Date: April 30, 2021

PARALEGAL

Civil Division, Defensive Litigation Unit, New Castle County

The Delaware Department of Justice seeks a Civil Litigation Paralegal to provide general paralegal support to Deputy Attorneys General in the Civil Division, Defensive Litigation Unit in New Castle County. Primary responsibilities include providing paralegal support in all aspects of civil litigation, including electronic filing of pleadings, briefs and other documents, in both state and federal court. The paralegal is expected to assist in completing briefs and other documents prior to filing and also conducts, prepares and propounds discovery and assists in document production. The paralegal will prepare and file legal documents relating to defensive litigation and prepare the necessary supporting documents required by law. The paralegal is also responsible for preparing and maintaining litigation case files. The paralegal will assist the litigation attorneys when attending court hearings and trial, and prepare and maintain court scheduling lists and court dockets, as well as other related duties as may be assigned.

Minimum Qualifications:

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

An Associate's degree in Paralegal Studies in an ABA or Department-approved program, **OR**

A paralegal certificate in an ABA-approved or Department-approved program, **OR**

A Bachelor's degree in Paralegal Studies, **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 e-mail a resume and the Delaware Department of Justice application to DOJHR@delaware.gov OR Fax to: 302-577-5866. EOE.

Interviews may be conducted via Zoom or similar video platform.