DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING

Opening Date: April 7, 2021   **Closing Date: April 23, 2021**

<u>PARALEGAL</u>
Criminal Division, Felony Trial Unit/New Castle County

<u>Job Responsibilities and Duties:</u>

This Paralegal position provides expertise and paralegal support to Deputy Attorneys General assigned to the Criminal Division, Felony Trial Unit/New Castle County.

The general Paralegal duties include, but are not limited to, researching, preparing and processing legal documents such as discovery, subpoenas, for the Deputy Attorneys General. The Paralegal is responsible for various paralegal duties in the preparation of assisting the Deputy Attorneys General in cases for trial, including victim/witness contact, scheduling interviews, obtaining reports and other information requested from police agencies, and gathering and tracking statistical information for preparation of cases and maintaining case management databases.

The Paralegal must be capable of working independently in a high-paced work environment.

<u>Minimum Qualifications:</u>

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.

<u>Internal Applicants</u> should submit an updated resume or summary of work experience to the Director of Human Resources.

<u>External Applicants</u>: 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: <u>DOJHR@delaware.gov</u> OR Fax to: 302-577-5866. EOE