

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: April 7, 2021

Closing Date: Until Filled

PARALEGAL

Civil Division, Affirmative Litigation, New Castle County

Description of Duties:

This new Paralegal position is in the Civil Division, Affirmative Litigation Unit, which is comprised of six Deputy Attorneys General, a Board Prosecutions Paralegal and an Administrative Assistant. This paralegal will be assigned to support the newly created Delaware False Claims and Reporting Act (“DFCRA”) Deputy Attorney General position in litigation work associated with recovering funds expended by state vendors as a result of fraudulent activity.

Primary responsibilities are as follows: under the supervision and direction of the DFCRA Deputy Attorney General, engage in legal research and investigative actions including but not limited to witness interviews, document collection and review, and other correspondence. Duties also include drafting, editing, and filing legal documents with courts and administrative tribunals, obtaining additional information where necessary, working with investigators, scheduling and coordinating witnesses, managing litigation calendars, assisting with litigation preparation, and keeping statistics for the unit. The position may also include telephone and interpersonal interaction with investigators, witnesses, agency personnel and the public. The paralegal may also be assigned to other tasks as necessary to assist the Affirmative Litigation Unit.

Strengths should include excellent organizational and communication skills, time management skills, proficiency in Word and Excel, experience working with the public, analytical experience to evaluate cases and an ability to work independently. Must have or be able to develop a good working relationship with Deputy Attorneys General, support staff and agency personnel.

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 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.