

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: April 7, 2021

Closing Date: Open Until Filled

**PARALEGAL
Fraud and Consumer Protection Division
White Collar Crime Unit
New Castle County**

Description of Duties:

This new paralegal position is in the White Collar Crime Unit (WCCU), Fraud & Consumer Protection Division. Based in New Castle County, the WCCU prosecutes crimes that involve financial misconduct and pursues civil actions under the false claims statutes for fraud committed against the government. The WCCU team includes deputy attorneys general, a special investigator, a forensic auditor and paralegals. This paralegal will be primarily assigned to support the WCCU's newly created Delaware False Claims and Reporting Act ("DFCRA") Deputy Attorney General position in the investigation and prosecution of civil and criminal actions for fraud committed against the State of Delaware.

Primary responsibilities for the position are as follows: under the direction of the unit's 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 White Collar Crime Unit.

This paralegal position is posted separately from, but in coordination with, a companion DFCRA paralegal posting in the DOJ's Civil Division as part of the Attorney General's multi-pronged effort to combat fraud perpetrated against the government.

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. The successful applicant must have or be able to develop a good working relationship with deputy attorneys general, investigative personnel, support staff and agency representatives.

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.