

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Paralegal

Fraud & Consumer Protection Division, Consumer Protection Unit, New Castle County

Opening Date: April 20, 2021

Closing Date: Until filled

*****Initial Application Review Date: April 27, 2021*****

Job Responsibilities and Duties: The Paralegal position within the Consumer Protection Unit (“CPU”) for the Delaware Department of Justice, Fraud & Consumer Protection Division, New Castle County serves as investigation and litigation support for Deputy Attorneys General (“DAG”) and Special Investigators (“SI”) within the CPU.

A CPU Paralegal is a member of a case team—typically composed of a DAG, an SI, and a paralegal—that work together to conduct investigations into and prosecute violations of any of the more than 40 civil and criminal laws that CPU enforces, including Delaware’s Consumer Fraud Act and Deceptive Trade Practices Act. This position requires someone with capabilities to manage large, complex, and dynamic caseloads. The Paralegal is responsible for maintaining a case file, preparing memoranda of facts for the case team, managing large volumes of case documents, conducting document review, drafting certain litigation documents and pleadings, preparing discovery responses, managing a tickler system for all relevant deadlines, corresponding with consumers, opposing counsel, law enforcement officers, court personnel, colleagues, and members of the public, and e-filing with all Delaware courts.

An ideal candidate will possess strong written and communication skills with the ability to communicate clearly with various stakeholders, opposing parties, and members of the bar and the general public. Working knowledge of Microsoft Office Suite, case management systems, DELJIS, File & ServeXpress, Westlaw, Adobe Acrobat Professional, and document review platforms are a plus. This position presents opportunities for strong candidates to be trained to use multiple systems.

As a member of CPU, the Paralegal will also have the opportunity to engage with the public during certain outreach events where CPU staff educates and provides useful consumer rights materials and information to the public. These events are eligible for compensatory time where the event occurs outside of normal DOJ business hours, with prior approval.

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 Applicants: Should 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.

**Please note that while this posting is listed as "Open Until Filled", we will begin reviewing applications April 27, 2021.*