

**DELAWARE DEPARTMENT OF JUSTICE  
CASUAL/SEASONAL JOB OPENING**

Opening Date: June 7, 2021

Closing Date: Until Filled

***This is a Casual/Seasonal position (in order to be in compliance with the Delaware code and provisions of The Affordable Care Act; work hours are to be less than 30 hours per week, or less than 130 hours per month, on average over the course of a fiscal year; July 1 to June 30). This is a position without healthcare benefits. Salary will be commensurate with experience.***

**CASUAL/SEASONAL POSITION – Field Operations Assistant  
Administrative Division, New Castle County**

There is an immediate need for a Field Operations Assistant for the Delaware Department of Justice offices in New Castle County. This individual is expected to assist in handling the Department of Justice facility, fleet, mail services, and other miscellaneous duties as assigned based on daily requests from the Department of Justice employees and management. This position reports directly to the Purchasing Manager who will assign daily responsibilities as needed.

The required hours for this position are 10:00 a.m. to 4:00 p.m. with day of the week schedules that can be flexible to comply with The Affordable Care Act as described above.

**Minimum Qualifications:**

- Individual must be able to walk and lift and carry up to 40 lbs.
- Must be able to walk a distance of at least 12 blocks.
- Must be able to assist with sorting and delivering mail.
- Must be able to work independently.
- Must have functional computer skills such as Microsoft Outlook, Microsoft Word, Excel, etc.
- Must be detail oriented and well organized with the ability to pay attention to detail while working in a fast-paced environment
- Must possess strong written and verbal communication skills
- Must be able to interact professionally with members of the public, court staff, and other Department of Justice employees
- Must have possession of a valid driver's license with a driving record in good standing

**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, 6<sup>th</sup> Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.**