

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

*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.*

**Opening Date: June 2, 2021**

**Closing Date: Until Filled**

**CASUAL/SEASONAL**  
**LEGAL ADMINISTRATIVE SPECIALIST**  
**White Collar Crime Unit, Fraud and Consumer Protection Division, New Castle County**

Job Responsibilities and Duties:

This Legal Administrative Specialist will provide administrative support to Deputy Attorneys General in the White Collar Crime Unit, Fraud and Consumer Protection Division, in New Castle County. Primary responsibility is to provide administrative support to the Unit's criminal caseload. Duties will include drafting charging documents, obtaining evidentiary items in coordination with law enforcement investigators and compiling materials to produce in discovery. As an integral part of the investigative/prosecutive team, the successful applicant would be expected to develop a thorough understanding of the relevant facts and to attend case meetings with law enforcement and interviews with witnesses. The Legal Administrative Specialist will investigate case-related issues and facts and will coordinate research, investigative reports and case preparation for the Deputy Attorneys General. Applicant must demonstrate strong organizational and computer skills and proficiency with Excel. The applicant will be expected to be able to work accurately and independently within strict time constraints with a minimum of direct guidance and supervision.

JOB REQUIREMENTS for Legal Administrative Specialist:

This position is part of a career ladder series that incorporates Legal Administrative Specialist levels I, II and III.

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Possession of an Associate's degree or higher.
2. Knowledge of legal terminology.

OR

1. One year of experience in coordinating office activities such as planning/coordinating meetings or conferences; tracking workflow and follow up; composing meeting notes; directing clients/customers; explaining services to the public and customers/clients; establishing or maintaining filing/record systems.
2. One year of experience in document processing which includes reviewing and evaluating records for completeness and conformity with laws, rules, regulations, standards, policies and procedures, resolve deficiencies, interpret information, and track and monitor activities.
3. One year of experience in using standard computer software programs for word processing, spreadsheets or databases.

4. Six months experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.
5. Knowledge of legal terminology.

**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, 6<sup>th</sup> Floor, Wilmington, DE 19801, OR E-mail to: [DOJHR@delaware.gov](mailto:DOJHR@delaware.gov) OR Fax to: 302-577-5866. EOE.**