

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
PARALEGAL

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

Job Responsibilities and Duties:

This Paralegal will provide general paralegal 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 paralegal support by managing case documents in complex, document-heavy criminal and qui tam (whistleblower) investigations. 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 paralegal is responsible for reviewing, analyzing and drafting legal documents. Paralegal will maintain files, prepare litigation documents and 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, preferably to include experience with LexisNexis e-filing and Concordance (or similar data management software), and proficiency with Excel. The applicant will also be able to work accurately and independently within strict time constraints with a minimum of direct guidance and supervision.

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.