

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: October 15, 2021

Closing Date: October 22, 2021

**Legal Administrative Specialist
Criminal Division, Misdemeanor Trial Unit, Sussex County**

Job Responsibilities and Duties: This Legal Administrative Specialist provides secretarial support to Deputy Attorneys General in the Criminal Division, Misdemeanor Trial Unit, in Sussex County. The Criminal Division is a very fast-paced, extremely high volume work atmosphere. Duties include, but are not limited to setting up files, running criminal record checks, typing informations and nolle prosequi notices, requesting reports, creating subpoenas, answering discovery, and managing busy calendars.

This Administrative Specialist prepares case files for trials in the Court of Common Pleas. This Administrative Specialist will work directly with police officers, and will be required to perform all general secretarial duties as needed by the Deputy Attorneys General.

Preparation involves making timely requests and gathering necessary documents from police agencies and computer databases (police reports, criminal history, etc.) and preparing discovery. Supports the Deputy Attorneys General by responding directly to requests for pertinent information, contacting the court and court staff (CCP and JP Court) as well as screening incoming requests for information or immediate assistance and continuance requests. Responsibilities include distributing mail, responding to a high volume of telephone calls from victims/defendants and walk-ins, and also participating in the rotation coverage of the main Receptionist desk and mail delivery and drop-off.

Must be detail-oriented, well organized and proficient in Microsoft Office suite. Must be able to multi-task throughout a high volume of work demands and deadlines for multiple Deputy Attorneys General. Must have the ability to interact professionally with members of the public, including victims and witnesses, in addition to working professionally with Court personnel and maintaining productive working relationships with Court staff. Must possess excellent spelling, grammar and proofreading skills.

Job Requirements:

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.

Please Note: As a condition of employment, all employees must certify that they are fully COVID-19 vaccinated by September 30, 2021; or be required to test for COVID-19 on a weekly basis starting on September 30, 2021. If hired after September 23, 2021, these certifications or requests must be completed during their initial week of employment. This will be in effect until further notice.

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.