

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: September 29, 2021

Closing Date: October 18, 2021

**PARALEGAL
Civil Division, Health Law Unit, New Castle County**

Job Responsibilities and Duties:

This Paralegal provides paralegal support for civil commitment hearings, Lethal Violence Protection Order hearings, and guardianships to Deputy Attorneys General in the Civil Division, Health Law Unit, in New Castle County. This position includes the following specific duties:

- Screen and prepare the civil commitment paperwork submitted to the Department of Justice by psychiatric facilities;
- File completed petitions for civil commitment, and administrative paperwork, with the Superior Court;
- Maintain electronic and paper civil commitment files for Kent and Sussex Counties;
- Maintain stats related to civil commitment cases;
- Attend civil commitment hearings and provide administrative support to the Deputy Attorney General, as needed;
- Communicate with the Superior Court regarding civil commitment cases;
- Send out results from the hearings to the relevant psychiatric facilities and community providers;
- Contact psychiatric facilities, case managers, doctors, Commissioners and court staff to locate respondents and verify information for upcoming hearings;
- Contact police agencies for any red flags (capiases) that are issued in Kent and Sussex Counties;
- Prepare petitions for the Guardianship, Adult Abuse Registry (“AAR”), and Lethal Violence Protection Orders (“LVPO”) proceedings;
- Assist Deputy Attorneys General in responding to third party subpoenas in Federal and State Courts;
- Communicate with Superior Court and Court of Chancery regarding AAR & LVPO, and Guardianship matters, respectively;
- Review and prepare legal documents and correspondence;
- File pleadings in the various State and Federal courts;
- Assist Deputy Attorneys General in preparing for trials and hearings;
- Additional duties as may be assigned.

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.

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@state.de.us OR Fax to: 302-577-5866. EOE.