

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: October 20, 2021

Closing Date: October 27, 2021

PARALEGAL

**Criminal Division, Felony Screening Unit/Homicide Unit
New Castle County**

Job Responsibilities and Duties:

This Paralegal will initially be assigned to the Felony Screening Unit, Criminal Division, in New Castle County but will eventually support the Homicide Unit in New Castle County. This Paralegal will provide general paralegal support to the Deputy Attorneys General and other personnel assigned to the Units. Primary responsibility is to provide paralegal support by reviewing and analyzing legal documents and drafting documents. Paralegal will maintain and review files, conduct intake interviews with police officers, prepare litigation documents, investigate case-related issues and facts, and coordinate research, investigative reports and case preparation for the Felony Screening Unit. This Paralegal will assist Deputy Attorneys General in their cases where they are investigating, prepping and trying the majority of all homicide cases in New Castle County. The Homicide Unit has a very voluminous case load. The Paralegal drafts subpoenas, requests records, obtains cell phone records, coordinates those items, contacts and coordinates witness interviews, obtains medical records, autopsy reports EMS reports, redacts statements, drafts discovery, inventories case items, researches and requests out of state conviction paperwork. The Paralegal may assist sitting in on interviews with witnesses, drafts motions and researches prior convictions for person prohibited status and for sentencing purposes, as needed. This Paralegal must be able to work accurately and independently with strict time frames with minimal direct guidance and supervision and must have excellent organizational skills.

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@delaware.gov
OR Fax to: 302-577-5866. EOE.