

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: September 29, 2022

Closing Date: Open Until Filled

**PARALEGAL (LEGAL ASSISTANT)
Civil Division, Defensive Litigation Unit, New Castle County**

Job Responsibilities and Duties:

This Legal Assistant (Paralegal) will provide general paralegal support to Deputy Attorneys General in the Civil Division, Defensive Litigation Unit, primarily to the Deputy assigned to represent the Insurance Coverage Office who maintains a high-volume of automobile and tort cases. Responsibilities will include assisting with preparing and propounding discovery, obtaining medical records and other factual documents, and reviewing file documents from the Insurance Coverage Office. This Legal Assistant will also prepare initial drafts of legal documents, including routine pleadings, service documents, motions, discovery requests and responses, and other documents as requested for pre-trial, trial, and post-trial litigation matters. This Legal Assistant will file and serve legal documents in State and Federal Courts and prepare the necessary supporting documents required by law. This Legal Assistant will also prepare and maintain litigation case files and assist with preparation for hearings and trials. This Legal Assistant will maintain court scheduling orders and monitor court dockets and handle other related duties as may be assigned. This Legal Assistant will also draft correspondence, manage the Deputy Attorney General's calendar in addition to managing a heavy mail volume, and be responsible for scheduling depositions and medical examinations.

Job Requirements:

This position is part of a career ladder series that incorporates Legal Assistant levels I, II and III. Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Three years of employment with the Department of Justice in a similar capacity.
OR

1. Possession of an Associate's degree or certificate in Paralegal Studies from an ABA or Department approved program.
OR

1. A Bachelor's degree in Criminal Justice or a related field.
OR

1. Three years' experience in preparing and maintaining legal documents and case files.
2. Three years' experience in legal research such as researching statutes, regulations, case law and background information.
3. Three years' experience in interpreting laws, rules, regulations, standards, policies, and procedures.
4. Two years' experience in drafting legal documents and such as legal briefs or memoranda of law including presenting facts, setting out and analyzing legal issues and applying legal precedents.
5. Two years' experience in interviewing using structured or unstructured interview techniques to obtain facts, explore issues and identify courses of action.

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.