

**DELAWARE DEPARTMENT OF JUSTICE  
JOB OPENING**

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**Opening Date: September 12, 2022**

**Closing Date: September 19, 2022**

**PARALEGAL (LEGAL ASSISTANT)  
Criminal Division, Domestic Violence and Child Abuse Unit, New Castle County**

Job Responsibilities and Duties:

This Legal Assistant provides support to Deputy Attorneys General in the Criminal Division, Domestic Violence Unit in New Castle County. This Unit is a very busy and extremely fast-paced demanding work environment. This Legal Assistant has many duties; an integral duty is to assist multiple Deputy Attorneys General with discovery at both the felony and misdemeanor level. Organization and preparation are critical skills needed in this position. This Legal Assistant is required to research and efficiently process important legal documents in preparation for trial for the Deputy Attorneys General. Duties include obtaining reports, body worn camera evidence, emergency communications, and other information requested from police agencies, gathering and tracking statistical information for preparation of cases, redacting discovery materials such as police reports, search warrants, medical records, videos and cell phone records. Also the duties include obtaining any additional evidence from police officers and other agencies not provided at intake for discovery. This Legal Assistant will convert, copy and redact audio/video discovery for both felony and misdemeanor level cases. This Legal Assistant will be cross trained on other paralegal specialties within the Criminal Division including Interstate Agreement Detainers (“IAD”), DNA coordination, Ballistics, Pardon and Parole duties and homicide case assignments as needed. This Legal Assistant will draft Habitual Offender Motions for sentencing, conduct research for dispositions on out of state convictions, file routine Motions, prepare charging documents and file other legal documents, conduct print NCIC criminal histories, respond to witness questions regarding reason for appearance, coordinate witness meetings, including expert witnesses for trial, draft and send subpoenas, and other duties as requested by Deputy Attorneys General in preparation for trials and overall casework to ensure successful prosecution of Domestic Violence and Child Abuse cases.

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, 6<sup>th</sup> Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@delaware.gov OR Fax to: 302-577-5866. EOE.**