

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: September 21, 2022

Closing Date: October 6, 2022

**PARALEGAL (LEGAL ASSISTANT)
Criminal Division, Traffic Safety Resources, New Castle County**

Job Responsibilities and Duties:

This unique Legal Assistant position supports the Traffic Safety Resources (“TSRP”) Deputy Attorney General and others on individual cases, general policy matters statewide for traffic related law enforcement and safety, and other projects. For example, these projects may include: preparing digital and physical case files for DUI, vehicular assault and fatality, and other prosecutions; researching cases or a specific legislative or policy issue; drafting subpoenas for records; researching, filing pleadings, and discovery in preparation for pre-trial, trial and post-trial litigation matters; attending court hearings; preparing trial presentations with the Trial Director software; assisting and attending various traffic related law enforcement trainings; maintaining vehicular and DUI statistical information (primarily in Excel) and other reports; providing direct prosecution support for vehicular fatality crimes, mainly in New Castle County, however on occasion, statewide. This Legal Assistant may also engage with professional partners and public safety stakeholders in furtherance of Traffic Safety Resource Unit objectives. This Legal Assistant must maintain a good working relationship with these partners and stakeholders. This Legal Assistant will also be called upon to assist with support in other units when the need arises. This Legal Assistant must be highly organized and capable of working independently in a high-paced work environment.

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.