

**DELAWARE DEPARTMENT OF JUSTICE  
JOB OPENING**

**Opening Date: November 17, 2022**

**Closing Date: December 2, 2022**

**Legal Administrative Specialist  
Family Division, Juvenile Delinquency/Truancy Unit, Kent County**

Job Responsibilities and Duties:

The Delaware Department of Justice seeks a Legal Administrative Specialist to provide secretarial support to Deputy Attorneys General in representing the State of Delaware in felony and misdemeanor juvenile delinquency prosecutions in the Family Division, Juvenile Delinquency/Truancy Unit, in Kent County. In this role, this Legal Administrative Specialist creates, maintains, and closes files, runs criminal record checks, sends discovery, redacts sensitive information from documents and media files, types Informations and Indictments, and manages calendars in misdemeanor and felony juvenile delinquency cases. Beyond a strong desire to serve the public, the candidate must be able to work efficiently and independently in a fast-paced and high-volume work environment. We seek applicants who are self-starters, detail-oriented, and well organized. The successful candidate must possess excellent spelling, grammar, and proofreading skills. The candidate must also be able to answer telephones and take accurate messages. As a member of the law enforcement community, Legal Administrative Specialists must be able to develop a good working relationship with other Deputy Attorneys General, law enforcement, other support staff and Court personnel. Qualified applicants must have good interpersonal skills as they will be expected to communicate with members of the public. The Juvenile Delinquency and Truancy Unit also focuses on prioritizing employee mental health and well-being. This Unit is committed to providing Legal Administrative Specialists with a strong work/life balance. For information regarding benefits of working for the State of Delaware, please see links below:

Pension Plan: <https://open.omb.delaware.gov/PDF/2022/State-Employees-Pension-Plan-Summary-Plan-Description.pdf>

Medical Benefits: <https://dhr.delaware.gov/benefits/medical/documents/fy23-health-plan-comparison-chart.pdf>

Job Requirements:

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Possession of an Associate's degree or higher.
2. Knowledge of legal terminology.

OR

1. One year of experience in coordinating office activities such as planning/coordinating meetings or conferences; tracking workflow and follow up; composing meeting notes; directing clients/customers; explaining services to the public and customers/clients; establishing or maintaining filing/record systems.
2. One year of experience in document processing which includes reviewing and evaluating records for completeness and conformity with laws, rules, regulations, standards, policies and procedures, resolve deficiencies, interpret information, and track and monitor activities.
3. One year of experience in using standard computer software programs for word processing, spreadsheets, or databases.
4. Six months experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.
5. Knowledge of legal terminology.

Minimum Qualifications:

- Must be detail-oriented, highly organized, and proficient in Microsoft Office suite.
- Must be able to multi-task throughout a high volume of work demands and deadlines for multiple Deputy Attorneys General.
- Must have the ability to interact professionally with members of the public, including victims, witnesses, police and probation officers, in addition to working professionally with Court personnel and maintaining productive working relationships with Court staff.
- Must be able to maintain confidentiality on criminal intelligence data and sensitive cases.
- Must possess excellent spelling, grammar, and proofreading skills.
- Must be able to answer telephones and take accurate messages.

**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](mailto:DOJHR@delaware.gov) OR Fax to: 302-577-5866. EOE.**