

**DELAWARE DEPARTMENT OF JUSTICE  
JOB OPENING**

**Opening Date: December 20, 2022**

**Closing Date: Until Filled**

**LEGAL ASSISTANT (PARALEGAL)  
Criminal Division, Felony Trial Unit, Kent County**

Job Responsibilities and Duties:

The Criminal Division seeks a Legal Assistant (Paralegal) in Kent County in the Felony Trial Unit. General Legal Assistant duties will include, but not be limited to, researching, preparing and processing legal documents such as discovery letters and subpoenas for the Deputy Attorneys General. The Legal Assistant may also be called upon to assist the Deputy Attorneys General in preparing cases for trial. Duties will also include coordinating the collection of body camera video from police agencies, and gathering and tracking statistical information and maintaining statistical databases.

The Legal Assistant must be 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, 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.**