

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: December 14, 2022

**Closing Date: Open Until Filled
(First Applicant Review: January 3, 2023)**

**PARALEGAL
Fraud and Consumer Protection Division, White Collar Crime Unit
New Castle County**

Job Responsibilities and Duties:

This Paralegal will provide general paralegal support to Deputy Attorneys General in the White Collar Crime Unit, Fraud and Consumer Protection Division, in New Castle County. Primary responsibility is to provide paralegal support to the DAG focusing on the investigation and prosecution of worker exploitation and labor-related offenses, including wage theft. In supporting this DAG, the paralegal will contribute to the development of prosecutions brought under the newly enacted statute establishing wage theft as an offense under the Delaware criminal code. The position may also include telephone and interpersonal interaction with investigators, witnesses, agency personnel and the public. The paralegal may also be assigned to other tasks as necessary to assist the WCCU and the Fraud Division.

As an integral part of the investigative/prosecutive team, the successful applicant will be expected to develop a thorough understanding of the relevant facts and to attend case meetings with law enforcement and interviews with witnesses. The paralegal is responsible for reviewing, analyzing and drafting legal documents. Paralegal will maintain physical and digital files, prepare litigation documents and investigate case-related issues and facts and will coordinate research, investigative reports and case preparation for the Deputy Attorneys General. Applicant must demonstrate strong organizational and computer skills, preferably to include experience with LexisNexis e-filing and Concordance (or similar data management software), and proficiency with Excel. In addition, the candidate will have experience working with the public, analytical experience to evaluate cases and an ability to work independently. Must have or be able to develop a good working relationship with Deputy Attorneys General, support staff and agency personnel. While not required, applicants featuring proficiency in Spanish will be favorably considered. The applicant will also be able to work accurately and independently within strict time constraints with a minimum of direct guidance and supervision.

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.