

DELAWARE DEPARTMENT OF JUSTICE
CASUAL/SEASONAL JOB OPENING

This is a Casual/Seasonal position (in order to be in compliance with the Delaware code and provisions of The Affordable Care Act; work hours are to be less than 30 hours per week, or less than 130 hours per month, on average over the course of a fiscal year; July 1 to June 30). This is a position without healthcare benefits. Salary will be commensurate with experience.

Opening Date: January 26, 2023

Closing Date: *Until Filled

CASUAL/SEASONAL LEGAL ADMINISTRATIVE SPECIALIST

Consumer Protection Unit
Fraud & Consumer Protection Division
New Castle County

Job Responsibilities and Duties:

The Delaware Department of Justice's Consumer Protection Unit seeks a Casual/Seasonal Legal Administrative Specialist to serve as primary administrative support to the Director and Deputy Director of Consumer Protection. The Consumer Protection Unit has enforcement authority over more than 40 different state and federal laws, with a focus on the Consumer Fraud Act and the Uniform Deceptive Trade Practices Act in Title 6 of the Delaware Code. The Consumer Protection Unit prosecutes civil and administrative cases and conducts multistate investigations in coordination with other states' attorney general offices. The Director and Deputy Director manage a team of 19 individuals, including attorneys, special investigators, paralegals, and administrative staff. We seek a highly motivated and organized individual to assist with scheduling, phone calls, written correspondence, case tracking, unit organization, and special projects. A successful candidate will be detail-oriented, well-organized, personable, possess strong verbal and written communication skills, and be proficient in Microsoft Word, Microsoft Excel, Microsoft Outlook, and Adobe Acrobat. This position offers opportunities for significant exposure to the dynamic space of consumer protection law.

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.

Internal Delaware Department of Justice Applicants: Please submit an updated résumé 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 résumé and the Delaware Department of Justice Application, which can be obtained at the following URL: <http://attorneygeneral.delaware.gov/executive/hr/job-application/>. External applicants can mail résumé 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.

****Although open until filled, application review and interview opportunities will commence on February 6, 2023***