

DELAWARE DEPARTMENT OF JUSTICE JOB OPENING

Opening Date: March 15, 2023

Closing Date: Until Filled

LEGAL ADMINISTRATIVE SPECIALIST

**Criminal Division, Misdemeanor Trial Unit
Kent County**

Salary: Pay Grade 9 Salary Range \$32,712/min \$40,890/mid \$49,068/max
Pay Grade 10 Salary Range \$34,887/min \$43,609/mid \$52,331/max
Pay Grade 12 Salary Range \$39,682/min \$49,602/mid \$59,522/max
(commensurate with experience per State of Delaware pay scale)

Benefits: May be eligible for Loan forgiveness (State and Federal)
State of Delaware healthcare plan
State of Delaware pension plan
Over 4 weeks of vacation per year
3 weeks of paid sick leave per year
12 weeks of paid parental leave

Job Responsibilities and Duties:

This Legal Administrative Specialist provides secretarial administrative support to Deputy Attorneys General in the Criminal Division, Misdemeanor Trial Unit, in the Kent County office. The duties entail creating electronic and physical files, providing discovery, filing documents, running criminal record checks, typing informations, requesting reports, ensuring all files have all required documents, collecting all files for calendar assembly. Also includes duties such as preparing other legal correspondence as needed by Deputy Attorneys General, working with other law enforcement personnel and legal staff to acquire necessary documents, and participating in the main Criminal Receptionist rotation when the main Receptionist is absent or on break.

Minimum Qualifications:

Must be detail-oriented, well organized and proficient in Microsoft Word. Must have the ability to interact professionally with members of the public, including victims, defendants and defense attorneys. Must maintain a productive working relationship with court staff. Must be able to answer telephones and take accurate messages.

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.
Knowledge of legal terminology.

Minimum Qualifications:

- Must be detail-oriented, well 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, witness, 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, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@delaware.gov
OR Fax to: 302-577-5866. EOE.**