

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: August 21, 2015

Closing Date: August 27, 2015

**PARALEGAL
Criminal Division, Homicide Unit, New Castle County**

Job Responsibilities and Duties:

This position provides Paralegal support to Deputy Attorneys General (“DAGs”) in the Criminal Division, Homicide Unit, in New Castle County. This Paralegal will be responsible for assisting DAGs in researching, investigating, preparing and processing legal documents, drafting subpoenas, requesting records, obtaining cell phone records, coordinating those items; contacting and coordinating meetings, phone calls, with victims/witnesses, redacting statements, drafting discovery, inventorying facts and case items, and assisting with draft motions. Paralegal duties may include working with the Medical Examiner’s Office as well. This Paralegal will obtain reports and other information requested from police agencies, gather and track statistical information for preparation of cases and perform other related duties as may be assigned.

Minimum Qualifications:

Four years of employment with the Department of Justice **AND** a paralegal certificate from an ABA-approved or Department –sponsored program **OR**

An Associate’s degree in Paralegal Studies **OR**

A Bachelor’s degree **AND** a paralegal certificate from an ABA-approved or Department-sponsored program **OR**

A Bachelor’s degree in Paralegal Studies from an ABA-approved program **OR**

A Bachelor’s degree **AND** one year of law school

Internal employees who are interested in being considered: Please submit an updated Resume or Summary of Work experience to the Director of Human Resources.

External employees: Please submit your Resume and State Application to the Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801 or E-mail to DOJHR@state.de.us or Fax to: 302-577-5866. EOE.