



DELAWARE JUDICIARY

SUPERIOR COURT OF DELAWARE

Non-Merit Position

(This position is exempt from the State of Delaware Merit System)

Paralegal III

Posting #SC1110K21

Opening Date: 11/10/2021

Closing Date: 12/4/2021

Vacancy Exists

Salary: \$42,376.75 - \$49,855.00 (85% - Midpoint) Pay Grade 13

Recruiting For: Superior Court of Delaware

Location: Kent County Courthouse, **Dover, DE** (Please check this location on your application).

Summary Statement: This is para-professional legal work involving administrative and judicial proceedings regarding civil and/or criminal law.

Nature and Scope: This is the advanced level of paralegal work. The incumbent responsibilities include:

- Conducts case law research concerning precedents and past court decisions.
- Writes memoranda of law which sets out legal issues and applications of law based on case facts.
- Determines legal jurisdiction, how cases should be pursued, what additional information is necessary, who else should be interviewed, and what records must be searched.
- Ensures procedural compliance through guidance and training to less experienced paralegal staff, law enforcement personnel, and agency administrators and/or managers.
- Assists legal staff at court proceedings to gather information, review applicable statutes, and various other discovery material.

- Complete other assigned job duties, not specifically listed, related to criminal and/or civil law.

Minimum Qualifications: Please address each item separately on the **Minimum Qualifications page of the application**. Resumes may not be substituted for the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of “not qualified.”

1. Two years experience in preparing and maintaining legal documents and case files.
2. Two years experience in legal research such as researching statutes, regulations, case law and background information.
3. Two years experience in interpreting laws, rules, regulations, standards, policies, and procedures.
4. One year 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. One year experience in interviewing using structured or unstructured interview techniques to obtain facts, explore issues and identify courses of action.

Conditions of Employment:

- The Delaware Judicial Branch takes its responsibilities for ensuring a safe workplace while providing an essential public service for those who are required to come into the courthouse seriously. In order to protect the health and safety of its employees and the public, all new hires will need to provide to Human Resources proof of full vaccination against COVID-19 within 30 days of their hire date.
- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the web-site at <https://dhr.delaware.gov/benefits/>.

Submitting Your Application: Visit the website <http://courts.delaware.gov/career/> Click on “apply” next to the job posting and print, or complete and print, the Judicial Branch Non-Merit Employment Application in either WORD or PDF format. Applications should be submitted by any **ONE** of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words “Application Form” in the subject line to apps.superior@delaware.gov (**preferred method**)
2. Fax your application to: (302)255-2350, Attention: Human Resources
3. Mail your application to:
Superior Court of Delaware
Leonard L. Williams Justice Center
500 N. King Street, Suite 2850
Wilmington, DE 19801

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

The Delaware Judiciary - An Equal Opportunity and Affirmative Action Employer