

**NEW CASTLE CONSERVATION DISTRICT
EMPLOYMENT OPPORTUNITY**

PARALEGAL I

Location: DNREC- Division of Waste and
Hazardous Substances
391 Lukens Drive
New Castle, DE 19720

Deadline: Until Filled
Salary: \$38,712.40

This is not a State of Delaware merit position. It is a one-year contractual position with the opportunity to work long term.

The New Castle Conservation District (NCCD), a governmental subdivision of the State of Delaware, is seeking applicants for the contractual services position of Paralegal I with the Delaware Department of Natural Resources and Environmental Control (DNREC), Division of Waste and Hazardous Substances.

JOB SUMMARY

The selected candidate will provide entry-level legal support to the Division of Waste and Hazardous Substances (WHS). This position is primarily responsible for the review and redaction of any personally identifiable information (PII) from divisional documents.

ESSENTIAL FUNCTIONS

Essential functions are fundamental, core functions and are not intended to be an exhaustive list of all job duties.

- Responsible for the review and redaction of any personally identifiable information (PII) from divisional documents. Redactions will take place in either Adobe Pro or tools in the Division's internal electronic content management system.
- Collaborate with other Paralegals to ensure the accurate and timely redaction of divisional documents.
- Review current policies and procedures to stay abreast of PII requirements.
- Using the continuous improvement mindset, review existing policies and procedures and make recommendations for improvement.
- Review documents for completeness and accuracy.
- Provide administrative reports as requested.
- Gather information to satisfy requests and acts in liaison with various interested parties.
- Other duties as assigned.

JOB REQUIREMENTS

Applicants must have the following:

1. Six months experience in preparing and maintaining legal documents and case files.
2. Six months experience in data collection which includes collecting, compiling and maintaining data from multiple sources such as files, records, databases, customers, staff or others.
3. Six months experience in analyzing and evaluating data.
4. Knowledge of legal terminology.

CONDITIONS OF EMPLOYMENT

1. Applicants must be legally authorized to work in the United States. The Conservation District participates in the Federal E-Verify system to confirm you are authorized to work in the U.S. The Conservation District shall require verification of identity, validating you are lawfully permitted to work in the United States beyond a temporary period without employment-based sponsorship.
2. The Conservation District does not provide sponsorship for holders of H-1B Visas.
3. Direct Deposit of paychecks is required of all new employees.
4. Possession of a valid Driver's License is required (not suspended, revoked, cancelled, or disqualified from driving.)

BENEFITS

The New Castle Conservation District offers a comprehensive benefits package, including: 37.5-hour work week with flexible scheduling options, 9.5 hours per month of accrued vacation leave and 9.5 hours per month of accrued sick leave (prorated the first month of employment), and 11 paid holidays per year (holidays and floating holidays follow the State of Delaware schedule.) Health insurance and 401(k) are also included in the benefits package.

The New Castle Conservation District is an equal opportunity employer and values a diverse workforce.

TO APPLY

Please email 1) Cover Letter, 2) Resume, and 3) New Castle Conservation District Employment Application to:

Jamie L. Willey, MBA

DNREC District HR Manager

Jamie.L.Willey@delaware.gov

(302) 608-5478

Employment Application may be downloaded from the Kent Conservation District Job Opportunities website: [KCD Website](#)