

**DELAWARE DEPARTMENT OF JUSTICE  
JOB OPENING**

**Opening Date: October 4, 2021**

**Closing Date: Until Filled**

**Deputy Chief of Staff (Pay Grade 21 \$85,300 - \$102,260)**

**Administrative Division**

**New Castle County**

**\*\*\*Initial Application Review Date: October 12, 2021\*\*\***

**Description of Duties:**

The Deputy Chief of Staff is a leadership member of the Administrative Division and works closely with the Chief of Staff, the Chief Deputy Attorney General and the Attorney General to plan, develop and implement the Attorney General's Administrative agenda, manage various units within the Administrative Division, and provide operational support to the Department. The Deputy Chief of staff position has primary responsibility for the oversight of the Fiscal Unit and the Human Resources Unit.

The Administrative Division consists of the Human Resources Unit, Fiscal Unit, Communications Office, Special Investigations Unit, Information Technology, Policy and Legislative Director, Director of Operations as well as the Victims' Compensation Assistance Program, the Director of Research, Planning and Special Projects and the Executive Director of the Fatal Overdose Review Commission.

This position guides the development of annual budget requests and works collaboratively with the Controller and the Director of Human Resources on day-to-day activities, such as salary determinations, hiring processes and review of appropriation expenditures. This position also assists with managing complex human resources matters and challenges within the Department as well as developing and providing updates to Department policies.

This position provides leadership to support and develop high level strategic initiatives and program measures for all Department of Justice Divisions (Criminal, Civil, Family, Fraud and Consumer Protection, Civil Rights and Public Trust), in addition to the Administrative Division.

**Preferred Qualifications:**

Applicants should have education, training and /or experience demonstrating competence in the following areas:

1. Bachelor's degree with at least 5 years of experience working in Delaware State Government Agency/Agencies.
2. Experience in the State of Delaware budgeting and fiscal processes.
3. Experience and/or familiarity with the State of Delaware Human Resources related matters.
4. Excellent oral and written communication skills, with the ability to convey complex matters to broader audiences and to develop clear, visually compelling communications.
5. Strong organizational skills and ability to work both independently and with a team.

*Please Note: As a condition of employment, all employees must certify that they are fully COVID-19 vaccinated by September 30, 2021; or be required to test for COVID-19 on a weekly basis starting on September 30, 2021. If hired after September 23, 2021, these certifications or requests must be completed during their initial week of employment. This will be in effect until further notice.*

**Internal Delaware Department of Justice Applicants:** Please submit an updated Resume or summary of work experience to the Director of Human Resources, Diane Haase, Robert Coupe, Chief of Staff.

**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, 6<sup>th</sup> Floor, Wilmington, DE 19801, OR E-mail to: [DOJHR@delaware.gov](mailto:DOJHR@delaware.gov) OR Fax to: 302-577-5866. EOE.