



DELAWARE JUDICIARY COURT OF CHANCERY

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

Posting #AOC1101N09

JUDICIAL CASE MANAGER I
****This is a Career Ladder Series****

Opening Date: November 4, 2009 **Closing Date:** November 12, 2009

A Vacancy Exists

Salary: \$27,810 - \$34,762 per year (Minimum - Midpoint) Pay Grade 9*

Recruiting For: **Sussex County Court of Chancery**

Location: Sussex County, Chancery Courthouse
(Please check this location on your application).

*Salary applicable for this position is based upon the qualifications of the individual applicant.

Summary Statement: This is the entry level of case load management work learning the legal processes and procedures and case management functions while performing the full range of case management activities. An employee will become eligible for consideration to move to the next level of the career ladder – Judicial Case Manager II – one year within this classification, once he or she meets the minimum qualifications and performance requirements for the higher level and possesses the ability to perform at that level.

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

1. Experience in legal case flow management which includes managing cases as they move through the legal process.
2. Experience in applying laws, rules, regulations, standards, policies, and procedures.
3. Experience in using an automated information system to enter, update, modify, delete, retrieve/inquire, and report on data.

4. Knowledge of narrative report writing.
5. Ability to communicate courteously and effectively, verbally and in writing.
6. Ability to establish and maintain effective working relationship with judges, court personnel, attorneys, and litigants.

Conditions of Employment:

- 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 <http://ben.omb.delaware.gov/programs/index.shtml>.

Submitting Your Application: Visit the website at www.courts.delaware.gov. 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. Mail your application to:
Administrative Office of the Courts
New Castle County Courthouse
500 N. King Street, Suite 11600
Wilmington, DE 19801
2. Fax your application to: (302) 255-2482, Attention: Human Resources
3. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: apps.aoc@state.de.us

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