



## DELAWARE JUDICIARY

### SUPERIOR COURT OF DELAWARE

#### Non-Merit Position

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

Posting # SC1003N09

#### JUDICIAL CASE PROCESSOR I

**\*\*This is a Career Ladder Series\*\***

**Opening Date: 10/19/09**

**Closing Date: 11/03/09**

**Vacancies Exist**

**Salary:** \$22,701.00 - \$28,376.00 (Minimum - Midpoint) Pay Grade 6

**Recruiting For:** Superior Court of Delaware

**Location:** New Castle County (**Please check this county on your application**).

**Nature and Scope:** This is the entry level of case processing work learning the legal processes and procedures and performing the full range of processing activities of limited complexity.

**\*\*This class is in a Career Ladder series. Incumbents underfilling as a Judicial Case Processor I will be considered for promotion to the Judicial Case Processor II level after meeting the minimum qualifications and the Judiciary's promotional standards.\*\***

**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. Knowledge of records keeping procedures.
2. Knowledge of keyboarding.
3. Ability to communicate effectively.

**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 <http://courts.delaware.gov/Career%20Opportunities/>. 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:  
Superior Court of Delaware  
New Castle County Courthouse  
500 N. King Street, Suite 2850  
Wilmington, DE 19801
2. Fax your application to: (302)255-2350, Attention: Human Resources
3. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: [apps.superior@state.de.us](mailto:apps.superior@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**