



DELAWARE JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS

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

Posting #AOC0602N17

ADMINISTRATIVE SPECIALIST
(Secretary)

Opening Date: June 15, 2017 **Closing Date:** June 30, 2017

Salary: \$52,843 per year (Line Item)

Recruiting For: Administrative Office of the Courts

Location: City of Wilmington (Please check this location on your application)

Summary Statement: This employee works directly for the Delaware State Court Administrator providing administrative support in all areas. This is a confidential position within the Delaware Judicial Branch, and the employee serves at the pleasure of the State Court Administrator.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application:

1. Experience collecting, compiling, evaluating, and analyzing data and information.
2. Experience coordinating administrative operations or functions.
3. Experience using standard computer software programs for word processing, spreadsheets, or databases.
4. Experience creating reports and various documents.
5. Experience in the principles, practices, and procedures of office administration and management.
6. Ability to communicate courteously and effectively to a diverse audience and on sensitive/confidential issues.
7. Experience in Excel, Power Point, Publisher, and Visio.

Preferred Requirements: Preference will be given to applicants who possess the following:

- At least five years of experience as a full-time Legal Secretary or two years of coursework from an accredited college or university, with a Bachelor's Degree preferred.

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 website at <http://ben.omb.delaware.gov/>.

Submitting Your Application: Visit the website at <http://courts.delaware.gov/career/> and click on “apply” next to the job posting. Then print, or complete and print, the Judicial Branch Non-Merit Employment Application in either Microsoft® 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.aoc@state.de.us (**preferred method**)
2. Fax your application to: (302) 255-2482, Attention: Human Resources
3. Mail your application to:
Administrative Office of the Courts
The Renaissance Centre
405 N. King Street, Suite 507
Wilmington, DE 19801-3700

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**