



DELAWARE JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS

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

Posting #AOC1002N16

CLERICAL SUPPORT

(Casual/Seasonal – not to exceed 29.5 hours per week)

Opening Date: October 17, 2016 **Closing Date:** October 24, 2016

Salary: \$12.00 per hour

Recruiting For: Office of the Child Advocate

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

Summary Statement: An incumbent in this class works within the Office of the Child Advocate (OCA), which safeguards the welfare of Delaware’s children through educational advocacy, system reform, public awareness, training, and legal representation of children as set forth in 29. Del. C., Ch. 90A. This employee provides support to the OCA staff by performing functions such as answering phones, filing, maintaining case files, compiling training manuals for volunteer attorney training, preparing and distributing awards for long-term volunteer attorneys, obtaining orders from Family Court, database input, and other general clerical duties.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of 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.” Resumes may not be substituted for the application.

1. Experience in coordinating office activities such as planning/coordinating meetings or conferences; tracking workflow and follow up; composing meeting notes; directing clients/customers; explaining services to the public and customers/clients; establishing or maintaining filing/record systems.
2. Experience in document processing which includes reviewing and evaluating records for completeness and conformity with laws, rules, regulations, standards, policies and procedures; resolving deficiencies; interpreting information; and tracking and monitoring activities.

3. Experience in using standard computer software programs for word processing, spreadsheets, or databases.
4. Experience in child welfare or social services case management; experience with Delaware's child welfare system preferred.
5. Ability to communicate courteously and effectively, both verbally and in writing.

Special Requirement: Ability to successfully complete a security clearance as issued by the State of Delaware Bureau of Identification and a Child Protection Registry check.

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.

Submitting Your Application: Visit the website at <http://courts.delaware.gov/career/> and review the complete job announcement, then 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**