



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 #AOC1004N16

CLERICAL ASSISTANT (Casual/Seasonal)

Opening Date: October 20, 2016

Closing Date: November 11, 2016

Salary: \$14.00 per hour

Recruiting For: Court of Chancery

Location: Kent County (**Please check this location on your application**)

Summary Statement: This is a casual/seasonal administrative support position not to exceed 29.5 hours per week. This employee will provide operational support at the Kent County Register in Chancery by processing administrative and program information utilizing word processing, spreadsheets, and database computer applications. This employee is responsible for greeting the public, answering phones, filing, distributing mail, scheduling conference rooms, making copies, sending faxes, and providing administrative support to staff members upon request.

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 office operations which includes operating office machines, handling incoming and outgoing mail, postal and shipping services, answering phones, directing calls and taking messages, file maintenance, and maintaining and updating supplies.
2. Experience in data collection which includes collecting, compiling, and maintaining data from multiple sources such as files, records, databases, customers, staff, or others.
3. Experience in using standard computer software programs for word processing, spreadsheets, or databases.
4. Ability to draft written correspondence, including forms, letters and other documents.

5. Ability to work efficiently and accurately with minimal supervision.
6. Ability to communicate courteously and effectively, both verbally and in writing.

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 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
New Castle County Courthouse
500 N. King Street, Suite 11600
Wilmington, DE 19801

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**