



DELAWARE JUDICIARY

COURT OF COMMON PLEAS

**ADMINISTRATIVE SPECIALIST II
(GENERAL CLERICAL POSITION)**

(This is a part-time, temporary Casual/Seasonal position exempt from both the State of Delaware Merit Rules and the Judicial Branch Personnel Rules)

POSTING NUMBER: 10122021-CCP/NCC/ASII

Opening Date: October 12, 2021 Closing Date: Until Position is Filled

Vacancy Exists

Job Title: General Clerical (part-time, temporary Casual/Seasonal position)

**Salary: \$15.63 per hour
*Position is part-time, not to exceed 29.75 hours per week, with no benefits.**

**Location: Leonard L. Williams Justice Center, City of Wilmington, 500 North King Street
(Please check this location on your application).**

Summary Statement:

This is the second level of administrative specialist work organizing and coordinating administrative activities in support of the Commissioner for the New Castle County Court of Common Pleas.

Nature and Scope:

Employee will be responsible for managing telephone calls and messages in a professional and efficient manner. Work will include performing various clerical duties that are in support of the Commissioner. Assignments are carried out in accordance with standard practices and general work instructions. Work is completed using manual and automated information systems. Processing data includes entering, updating, modifying, deleting, retrieving/inquiring and reporting on data in established information systems or manual systems.

Essential Functions:

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Applies agency laws, rules, regulations, policies and procedures in maintaining and processing agency information.
- Creates official agency word processing documents; creates and maintains agency databases typically using Access or similar software packages; creates and maintains spreadsheets; creates original presentations using software packages.
- Serves as a liaison with the public, clients, agency staff and others to exchange information and explain agency services, laws, rules, regulations, policies and procedures.
- Assures effective coordination of operational functions.
- Establishes tracking and monitoring systems and conducts follow up to ensure effective resolution of matters.
- Obtains, organizes and drafts technical and administrative material necessary for public information or departmental use. Collects and compiles data to prepare reports and provide supporting documentation.
- Analyzes routine operating practices and procedures and makes recommendations to ensure smooth and efficient office operation.
- Maintains and controls data and/or filing systems to ensure effective, accurate and easily retrievable documentation of operations, program and project activities.

Job Requirements:

Please address each Job Requirement 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 Job Requirements. Failure in any one area will result in a rating of "Not Qualified."

1. One year 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. One year experience in document processing which includes reviewing and evaluating records for completeness and conformity with laws, rules, regulations, standards, policies and procedures, resolve deficiencies, interpret information, and track and monitor activities.

3. One year experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.
4. One year experience in using standard computer software programs for word processing, spreadsheets or databases.

Conditions of Employment:

- The Delaware Judicial Branch takes its responsibilities for ensuring a safe workplace while providing an essential public service for those who are required to come into the courthouse seriously. In order to protect the health and safety of its employees and the public, all new hires will need to provide to Human Resources proof of full vaccination against COVID-19 within 30 days of their hire date.
- Direct deposit of paychecks is required as a condition of employment.
- A satisfactory criminal background check is required as a condition of employment.

Benefits:

- This is a part-time, temporary Casual/Seasonal position. Therefore, the employee is not eligible for benefits.

Submitting Your Application: Visit the website at <http://courts.delaware.gov/career/>. 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. **(PREFERRED METHOD)** Send your application as an e-mail attachment with the words “**New Castle County General Clerical Position**” in the subject line to: apps.commonpleas@delaware.gov
2. Fax your application to: (302) 255-2524, Attention: Human Resources
3. Mail your application to:
Court of Common Pleas for the State of Delaware
Leonard L. Williams Justice Center
ATTN: Human Resources
500 N. King Street, Suite 2800
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.

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