



## DELAWARE JUDICIARY

### SUPERIOR COURT OF DELAWARE

#### Non-Merit Position

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

Posting # SC1108N21

STAFF ATTORNEY

Opening Date: 11/8/2021

Closing Date: 12/20/2021

Vacancy Exist

Salary: \$85,963 – \$114,617 (Minimum-Midpoint) Pay Grade A18\*

Recruiting For: Superior Court of Delaware - Statewide

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

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\*Salary applicable for this position is based upon the qualifications of the individual applicant.

**Summary Statement:** This position works within the Superior Court and serves at the pleasure of the President Judge. This position assists the Chief Staff Attorney with various legal and administrative issues that arise within the Superior Court, including

- providing legal advice and guidance to the President Judge, the individual Judges and the staff of the Superior Court including the Superior Court Administrator's Office.
- conducting legal research and writing;
- tracking legislation affecting the Court. Drafting legislation and administrative policies, as appropriate.
- reviewing and responding to requests for information from the media and the public. Assisting the Chief Staff Attorney in the public information officer role.
- serving as staff for internal and external committees;
- drafting documents, procedural manuals, and correspondence. Participating in and providing follow-up on significant special projects, making recommendations, as appropriate;
- handling other duties as assigned.

Additionally, this position shall report to and work on special projects assigned by the Chief Staff Attorney. This position is a statewide position and may require travel within the state. This position must have excellent oral and written communication skills.

**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 have the education, training and/or experience demonstrating competence in each of the following qualifications. Failure in any one area will result in a rating of “not qualified.”

1. Graduation from an accredited law school and minimum of five years of work experience as an attorney.
2. Admission to the Delaware Bar, with certification of good standing status.
3. Excellent research and writing skills.
4. Outstanding analytical and problem-solving ability.
5. Advanced capability to:
  - i. Communicate effectively with judges, managers, Administrative Office personnel, the bar, the public and court staff.
  - ii. Synthesize the results of legal research and convey those results (orally and in writing) in a clear and concise manner.
  - iii. Accurately perform complex work with minimal supervision.
  - iv. Consistently demonstrate sound ethics and judgment.
6. A legal writing sample of at least five pages must be submitted as an attachment to the application.

**Preferential Qualification:**

Preference will be given to applicants possessing experience in public policy, court procedure and court rule analysis or a related area.

**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.
- A satisfactory criminal background check is required as a condition of hire and to maintain 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 <https://dhr.delaware.gov/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. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: [apps.superior@delaware.gov](mailto:apps.superior@delaware.gov) (preferred method)
2. Fax your application to: (302)255-2350, Attention: Human Resources
3. Mail your application to:  
Superior Court of Delaware  
Leonard L. Williams Justice Center  
500 N. King Street, Suite 2850  
Wilmington, DE 19801

**Attachments to Applications:**

- Resumes will not be accepted unless accompanied by the 5-page legal writing sample.
- 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.

**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**