



DELAWARE JUDICIARY

SUPERIOR COURT OF DELAWARE

Non-Merit Position

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

Paralegal III

Posting #SC0113N22

Opening Date: 1/13/2022

Closing Date: 1/27/2022

Vacancy Exists

Salary: \$42,376.75 - \$49,855.00 (85% - Midpoint) Pay Grade 13

Recruiting For: Superior Court of Delaware

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

Summary Statement: This is para-professional legal work involving administrative and judicial proceedings regarding civil, regulatory, and/or criminal law. Work involves providing support for the Court management staff and/or the Court's attorneys. Work may include the review and drafting of responses to inmate mail and/or motions. Activities may include review of legal documents and resource material, legal document preparation, and research.

Essential Functions: This is the advanced level of paralegal work. Essential functions are fundamental core functions and are not intended to be an exhaustive list of all job duties. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Establishes and maintains case and issue files.
- Manage pro se correspondence/filings including research and drafting responses.
- Supports the Court Administrator, Chief Staff Attorney and Staff Attorney.
- Reviews legal/court documents for completeness and accuracy.
- Provides administrative reports and recommendations for new/revised operating policies/procedures.

- Assists legal staff in gathering information, reviewing applicable statutes and various other legal filings.
- Reviews state and federal codes, laws, rules, regulations, policies, and procedures to ensure compliance of legal actions/processes.
- Complete other assigned job duties not specifically listed.

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 meet each of the following qualifications. Failure in any one area will result in a rating of “not qualified.”

1. Two years experience in preparing and maintaining legal documents and case files.
2. Two years experience in legal research such as researching statutes, regulations, case law and background information.
3. Two years experience in interpreting laws, rules, regulations, standards, policies, and procedures.
4. One year experience in drafting legal documents and such as legal briefs or memoranda of law including presenting facts, setting out and analyzing legal issues and applying legal precedents.
5. Ability to provide clear and concise responses orally and in writing.

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 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 <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 (**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:

- 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