



DELAWARE JUDICIARY

SUPERIOR COURT OF DELAWARE

Non-Merit Position

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

Posting # SC0531KN22

ELECTRONIC COURT REPORTER I

****This is a Career Ladder Series****

Re-Post

(If you've already applied for this position, you do not have to reapply.)

Opening Date: 6/17/2022

Closing Date: 7/1/2022

Vacancies Exist

Salary: \$28,378.10 - \$33,386 (85% Midpoint - Midpoint) Pay Grade 7

Recruiting For: Superior Court of Delaware

Location: Kent County Courthouse (1 position), Dover, DE
Leonard L. Williams Justice Center (4 positions), Wilmington, DE
(Please check the location you are interested in on your application.).

Nature and Scope: This is the first level in the series. This position is responsible for making a verbatim record of court proceedings using audio recording equipment and providing administrative support to a judicial officer.

****This is a Career Ladder series. Incumbents underfilling as an Electronic Court Reporter I will be considered for promotion to the Electronic Court Reporter II level after meeting the minimum qualifications and Judiciary's promotional standards.****

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 every job duty 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.

- Accurately records, the audio record of court and jury trial proceedings by computer-aided equipment per state requirements. Responsibility also requires taking court notes during hearings to identify appearances and to note significant events during the hearing and to locate and present prior testimony. Travel to other counties within and outside of the county for court proceedings assigned may be required.
- Performs clerking duties in courtroom, administers oath, marks documents, maintains logs and other forms so that events can be located for reference purposes. Transfers storage devices, files, and records to the Prothonotary.
- Uses automated information systems such as civil and criminal case management systems to enter, update, modify, delete, retrieve, inquire or report on data.
- Tests audio and ancillary equipment to ensure proper operation. Coordinates meetings and maintains the calendar for the judicial officer and his or her court schedule. Schedules trials and other court proceedings, unless done by a calendar clerk and in cooperation with the Prothonotary and informs parties of the same.
- Performs a variety of clerical and administrative tasks that may include answering phones, maintaining, and purchasing office supplies, scheduling, and notifying parties of meetings and proceedings, and performing related scheduling functions.
- Serves as primary contact for case-related information as requested. Greets visitors, screens telephone calls and correspondence, provides information, explains policies and procedures, or refers, as appropriate. Acts as a liaison between the judicial officer and personnel from other agencies, the public, and attorneys.
- Performs other duties of comparable level or type.

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 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. Six months experience in setting up and operating audio recording equipment.
2. Six months experience in apply laws, rules, regulations, standards, policies, and procedures.
3. Six months experience in record keeping.

Conditions of Employment:

- Candidates selected for an interview will be required to take typing and grammar tests.
- 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.
- This position is a classification organized under an exclusive bargaining representative (labor organization). The candidate selected for this position shall be asked to join and pay dues to the labor organization or may, decline joining the labor organization and not pay dues or a fee. The labor organization has been elected by employees as their representative for collective bargaining and other work related purposes.

Benefits: To learn more about the comprehensive benefit package please visit the website 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 (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