



DELAWARE JUDICIARY

SUPERIOR COURT OF DELAWARE

Non-Merit Position

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

Posting # SC0703N22

JUDICIAL CASE MANAGER I

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

Opening Date: 7/3/2022

Closing Date: Until Filled

Vacancies exist

Salary: \$32,712.00 - \$40,890.00 (Minimum - Midpoint) Pay Grade 9

Recruiting For: Superior Court of Delaware

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

Nature and Scope: This is the entry level of caseload management work learning the legal processes and procedures and case management functions while performing the full range of case management activities.

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

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 and/or training in legal case flow management which includes managing cases as they move through the legal process.
2. Six months' experience and/or training in applying laws, rules, regulations, standards, policies and procedures.
3. Six months' experience and/or training in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.

4. Knowledge of narrative report writing.
5. 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 hire and to maintain employment.
- Direct deposit of paychecks is required as a condition of employment.

Benefits:

- Full-time New Castle County State of Delaware Judicial Branch employees are eligible for FREE parking!
- This position may be eligible for an Alternative Work Schedule or to Telework after successful completion of the employee's initial probationary period.
- 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