



## DELAWARE JUDICIARY

### SUPERIOR COURT OF DELAWARE

#### Non-Merit Position

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

Posting #SC0920K22

#### JUDICIAL OPERATIONS MANAGER In-House

(Current permanent employees in a position within the Delaware Judicial Branch and who have completed their initial probationary period may apply)

**Opening Date: 9/20/2022**

**Closing Date: 9/30/2022**

#### Anticipated Vacancy

**Salary:** \$44,965.00 - \$52,900.00 (85% - Midpoint) Pay Grade 13

**Recruiting For:** Superior Court of Delaware

**Location:** Kent County Courthouse, Dover, DE (**Please check Kent County on your application**).

**Nature and Scope:** This is the first line manager for a major functional unit of Superior Court Criminal operations. The applicant must be able to perform the duties assigned to the position, while overseeing a very demanding, fast-paced work area. This position is the first line of contact for continuance requests, the coordinator of foreign and hearing impaired litigants and the assignor of appeal cases. The candidate attends court, prepares and produces daily criminal calendars and schedules court proceedings. This position works with a variety of internal and external agencies to identify and resolve issues that impact court operations. Such agencies include but are not limited to: the Department of Justice, the Public Defender, the Department of Correction, DELJIS, JIC and Public Archives. The Criminal Unit manages filings through JIC and DELJIS.

**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. Three years experience in legal case flow management which includes managing cases as they move through the legal process.
2. Six months experience in interpreting laws, rules, regulations, standards, policies, and procedures.
3. Six months experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.
4. Six months experience in narrative report writing & statistical preparation.
5. One year experience in staff supervision which includes planning, assigning, reviewing, and evaluating the work of others.
6. Ability to communicate courteously and effectively, both verbally and in writing.

**Preferential Qualification:**

Preference will be given to applicants with knowledge and experience with JIC & DELJIS.

**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:**

- This position may be eligible for an Alternative Work Schedule or to Telework after successful completion of the employee's 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](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:**

- 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.