



DELAWARE JUDICIARY

SUPERIOR COURT OF DELAWARE

Non-Merit Position

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

Posting # SC1011NKS22

RECORDS MANAGEMENT SPECIALIST

Opening Date: 10/11/2022

Closing Date: Until Filled

Vacancies exist

Salary: \$28,759 - \$32,354.10 (Minimum – 90% Midpoint) Pay Grade 7

Recruiting For: Superior Court of Delaware

Location: Kent County Courthouse (2 positions), Dover, DE
Leonard L. Williams Justice Center (4 positions), Wilmington, DE
Sussex County Courthouse (1 position), Georgetown, DE
(Please check the location you are interested in on your application).

Nature and Scope: A class incumbent reports to a technical superior and is responsible for organizing, prioritizing and coordinating records activities to ensure legal documents, annual reports and other required information is available for use by division staff and other authorized individuals. An incumbent in this class also ensures documents are accurate and maintained in accordance with division policies and applicable state and federal laws. An incumbent in this class establishes and maintains a system of records and logs of the location of various files and documents. Work also involves researching and tracing documents and corrects inaccuracies in permanent records. Principal contacts are with division staff, representatives of the Bureau of Archives and Records Management, private records storage facilities, and other records officials.

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 records management for the maintenance, storage, retrieval, retention and disposal of records throughout the life span of the records.
2. Six months' experience in document processing which includes reviewing and evaluating records for completeness and conformity with laws, rules, regulations, standards, policies and procedures, resolve deficiencies, interpret information, and track and monitor activities.
3. Six months experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.

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 City of Wilmington 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 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 (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