



DELAWARE JUDICIARY

COURT OF COMMON PLEAS

NON-MERIT POSITION

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

JUDICIAL CASE MANAGER I

POSTING NUMBER: 11302023–CCP/NCC/JCMI

Opening Date: November 30, 2023 **Closing Date:** Until Filled

Vacancy Exists

Salary: \$36,435.00 - \$45,544.00 (Minimum to 100% Midpoint) Pay Grade 009

Location: Leonard L. Williams Justice Center, City of Wilmington, 500 North King Street
(Please check this location on your application).

Summary Statement:

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.

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 all job duties 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.

JUDICIAL CASE MANAGER

- Assesses case filings to determine placement in case track/program or recommends referral to alternative case tracks.
- Interprets and applies court rules, laws and procedural requirements for case events and caseload management.

- Monitors and coordinates case activity through multiple legal events and processes. Tracks case events/status, anticipates case flow problems/causes for delay and initiates appropriate action to expedite cases effectively and efficiently including contacting participants to resolve issues that inhibit case flow.
- Develops case management procedures for use by judge or team.
- Advises judicial officers regarding various case events that ultimately lead to final case disposition.
- Coordinates case activity and events with judicial officers, attorneys, law enforcement agencies and litigants.
- Resolves technical case processing issues requiring research of case data and coordinating activities with other agencies and courts.
- Researches case files, records and other sources of information to insure accuracy of case data, prepare and issue court documents and resolve discrepancies and issues related to caseload.
- Establishes and maintains contacts with the legal community, other agencies and courts/units, both externally and internally, to ensure case flow is expedited.
- Enters case data into automated case management systems; prepares and maintains case files and records.

Job Requirements:

Please address each Job Requirement 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 Job Requirements. Failure in any one area will result in a rating of "Not Qualified."

1. Six months experience in managing cases as they move through the legal process.
2. Six months experience in applying 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. Knowledge of narrative report writing.

Conditions of Employment:

- Direct deposit of paychecks is required as a condition of employment.
- A satisfactory criminal background check is required as a condition of employment.

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 <https://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. **(PREFERRED METHOD)** Send your application as an e-mail attachment with the words “**New Castle County Judicial Case Manager I**” in the subject line to:
apps.commonpleas@state.de.us
2. Fax your application to: (302) 255-2524, Attention: Human Resources
3. Mail your application to:
Court of Common Pleas for the State of Delaware
Leonard L. Williams Justice Center
ATTN: Human Resources
500 N. King Street, Suite 2800
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.

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