



DELAWARE JUDICIARY

COURT OF COMMON PLEAS

NON-MERIT POSITION

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

JUDICIAL CASE PROCESSOR III

POSTING NUMBER: 12212023-CCP/SC/JCPIII

Opening Date: December 21, 2023 Closing Date: Until Filled

Vacancy Exists

Salary: \$32,910.00 - \$41,138.00 (Minimum to 100% Midpoint) Pay Grade 008

**Location: Sussex County Courthouse, 1 The Circle, Suite 1, Georgetown, DE 19947
(Please check Sussex County on your application).**

Summary Statement:

This is the advanced level of case processing. This level performs the full range of processing activities for the most complex cases with minimal supervisory direction.

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 PROCESSING

- Reviews legal/court documents for completeness, accuracy and compliance with applicable time limitations, costs and court procedures and determines appropriate procedural requirement for processing.

- Prepares and issues a wide variety of court and legal documents. Research case files, records, databases and other sources of information to ensure accuracy of case data and resolve discrepancies.
- Enters information into manual or automated systems.
- Prepares and maintains files and records ensuring all required documents are included.
- Provides information on court/unit procedures and event status to the public, judges, attorneys, and litigants.
- Attends hearings and proceedings to provide files, records, and case information to judicial officer; records event disposition and administers oaths.

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. Two years’ 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.
2. Two years’ experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.
3. Two years’ experience in applying laws, rules, regulations, standards, policies and procedures.
4. Six months experience in creating reports which includes combining and presenting data from multiple sources in an organized format.

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 “Sussex County Judicial Case Processor III” 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.

The Delaware Judiciary – An Equal Opportunity and Affirmative Action Employer