



DELAWARE JUDICIARY

SUPERIOR COURT OF DELAWARE

Non-Merit Position

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

Re-Post

(If you've already applied for this position, you do not have to reapply.)

ADMINISTRATIVE SPECIALIST II

Posting #SC0626N24

Opening Date: 6/26/2024

Closing Date: 7/10/2024

Vacancy Exists

Salary: \$34,697.30 - \$41,138.00 (85% Minimum –Midpoint) Pay Grade 8

Recruiting For: Superior Court of Delaware

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

Nature and Scope: This is the second level administrative specialist work organizing and coordinating administrative activities in support of Chambers. This position will report to the New Castle County Resident Judge. Incumbent's responsibilities include:

- Greeting counsel for hearings in Chambers
- Coordinating and scheduling of meetings
- Answering phones
- Accepting mail from couriers
- Distributing mail
- Managing supply orders

- Assisting Judicial Officers with routine correspondence in the absence of their Secretary

Minimum Qualifications: Applicants must have education, training and/or experience demonstrating competence in each of the following areas. Failure in any one area will result in a rating of "Not Qualified". (Resumes, transcripts, and training certificates may be included as supporting documentation. Resumes may not be substituted for the application.):

1. One year experience in coordinating office activities such as planning/coordinating meetings or conferences; tracking workflow and follow up; composing meeting notes; directing clients/customers; explaining services to the public and customers/clients; establishing or maintaining filing/record systems.
2. One year 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. One year experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.
4. One year experience in using standard computer software programs for word processing, spreadsheets or databases.

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 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
New Castle County Courthouse
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. Resumes may not be substituted for the application. Failure to do so will result in disqualification.

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.