



DELAWARE JUDICIARY
Court of Chancery

Non-Merit Position

This position is exempt from the State of Delaware Merit Rules

Posting #AOC1113N24

Casual/Seasonal Law Clerk

Opening Date: November 14, 2024 **Closing Date:** November 27, 2024
Salary: \$31.00 per hour
Recruiting For: Court of Chancery
Location: Leonard L. Williams Justice Center
500 N. King Street, Wilmington, DE 19801

Summary Statement:

This employee works directly for the Magistrates in Chancery as a judicial law clerk performing legal research, drafting and related functions within the jurisdiction of the Court of Chancery. The clerkship is for approximately 37 weeks, through August 2025. **This is a Casual/Seasonal clerkship (no more than 37.5 hours per week) without healthcare benefits or paid holidays.**

Essential Functions:

- Perform legal research and related functions within the jurisdiction of the Court of Chancery including guardianships, trusts, estates, contracts, and corporate law.

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. Graduated from an accredited law school by the time of the clerkship.
2. Excellent research and writing skills.
3. Outstanding analytical and problem-solving skills.
4. Excellent organizational and time management skills.
5. Ability to compose orders and memoranda.

Conditions of Hire:

- A satisfactory criminal background check is required as a condition of hire.
- Direct deposit of paychecks is required as a condition of hire.
- Valid State issued ID or Driver's license.

Submitting Your Application: Visit the website at <http://courts.delaware.gov/career/> and review the complete job announcement, then click on “apply” next to the job posting. Then print, or complete and print, the Judicial Branch Non-Merit Employment Application in either Microsoft® 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-Law Clerk” in the subject line to: apps.aoc@delaware.gov (**preferred method**)
2. Fax your application to (302) 255-2482
3. Mail your application to:

Administrative Office of the Courts
ATTN: Shawnta Jackson
405 N. King Street, Suite 507
Wilmington, DE 19801

Attachments to Applications:

- 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**