



DELAWARE SUPREME COURT

Non-Merit Position

(This position is exempt from the State of Delaware Merit Rules and the
Judicial Branch Personnel Rules)

Posting #AOC0102N19

STAFF ATTORNEY

Opening Date: January 10, 2019 **Closing Date:** January 25, 2019
Salary: \$85,213 - \$113,617 (75% - 100% of Midpoint) Pay Grade A18*
Location: Statewide* (The location for this position will be established upon the
selection of a final candidate.)

*Salary applicable for this position is based upon the qualifications of the individual applicant.

Summary Statement: A Delaware Supreme Court Staff Attorney occupies a professional and confidential position subject to assignment by the Chief Justice and the Justices of the Delaware Supreme Court and serves at the pleasure of the Court. Under the general supervision of the Chief Staff Attorney, this employee assists the Court in discharging its constitutional responsibilities as the Court designates orally and in writing from time to time. Duties include, but are not limited to, conducting legal research, drafting legal memoranda, assisting with the review of legislation, providing legal advice to the Court, drafting rules and reports, assisting the motion Justice, drafting orders for the Court's review, reviewing all pro se filings to recommend appropriate disposition for the Court's consideration, and performing such other legal duties as assigned.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of 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." Resumes may not be substituted for the application.

1. Graduation from an ABA accredited law school and a minimum of five years of work experience as an attorney.
2. Must be a member in good standing of the Delaware Bar.
3. Excellent research and writing skills.
4. Outstanding analytical and problem solving skills.
5. Ability to communicate courteously and effectively, both orally and in writing.

Conditions of Employment:

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

Benefits: To learn more about the comprehensive benefit package please visit the website at <http://ben.omb.delaware.gov/>.

Submitting Your Application: Visit the website at <http://courts.delaware.gov/career/> and 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” in the subject line to: apps.aoc@state.de.us (preferred method)
2. Fax your application to: (302) 255-2482, Attention: Human Resources
3. Mail your application to:
Administrative Office of the Courts
Attention: Human Resources
The Renaissance Centre
405 N. King Street, Suite 507
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**