



DELAWARE JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS

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

Posting #AOC0902N20

**DEPUTY STATE COURT ADMINISTRATOR/
CHIEF STAFF ATTORNEY**

Opening Date: September 10, 2020 **Closing Date:** September 29, 2020

A Vacancy Exists

Salary: \$97,569 - \$124,068 per year – SMV A20*

Recruiting For: **Administrative Office of the Courts**

Location: City of Wilmington (**Please check this location on your application**).
Some statewide travel may be required.

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

SUMMARY STATEMENT: Reporting to the State Court Administrator, this executive-level position is responsible for providing legal services and counsel on a wide range of issues related to contracts, legislation, developing case law, state and federal regulations, and assists in facilitating strategic development within the agency. The position oversees the AOC staff attorney and provides management and supervision of AOC staff handling judicial education, staff training, court interpreters, media relations and public information, and grant management among other responsibilities. The position also involves researching issues and drafting and evaluating system-wide policies under the direction of the State Court Administrator and the Supreme Court. As needed, the position may represent the Chief Justice or State Court Administrator on committees and task forces that address Judicial Branch concerns.

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.

Education and Credentials: Juris Doctor Degree from an accredited law school; member in good standing of the Delaware Bar.

Experience:

- 10 years of broad based legal experience.
- Six years of progressively responsible management experience to include organizational management, policy development and administration of major programs(s) or project(s).

COMPETENCIES/QUALIFICATIONS

- Comprehensive and advanced knowledge of court jurisdiction, local court rules, court structure and operations, Delaware case law, state constitution and statutes, as well as federal constitutional law and statutes.
- Demonstrated knowledge of civil, criminal and administrative law, legislative processes, and contract administration.
- Knowledge of public administration preferred.
- Strong legal research, writing, and oral presentation skills.
- Ability to effectively balance practical and legal considerations, develop procedures, establish and maintain cooperative working relationships throughout the judiciary, use discretion when dealing with sensitive information, comprehend and explain complex issues and solve problems creatively.
- Ability to establish and maintain good working relationships and communicate effectively with internal and external constituents.
- Ability to manage multiple projects simultaneously.
- Ability to operate in a fast-paced environment where priorities may be affected by outside influences such as legislative or regulatory changes.

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 web-site at <http://ben.omb.delaware.gov/programs/index.shtml>.

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. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: apps.aoc@delaware.gov (**preferred method**)
2. Fax your application to: (302) 255-2482, Attention: Human Resources
3. Mail your application to:
 Administrative Office of the Courts
 405 North 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**