



DELAWARE JUDICIARY
SUPERIOR COURT OF DELAWARE

Casual/Seasonal Position

**Posting #SC0606N19
Casual/Seasonal – Judicial Case Processor I**

Opening Date: 6/6/2019

Closing Date: Open Until Filled

Vacancy exists

Salary: \$13.00 per hour

Recruiting For: Superior Court of Delaware

Location: Kent County Courthouse, Dover, DE (Please check this county on your application).

Summary Statement:

This position is responsible for providing judicial case processing support to the Prothonotary Department. This is a Casual/Seasonal position not to exceed 29.75 hours per week.

Nature and Scope:

The incumbent should have strong organization, computer and customer service skills. This position requires the employee to communicate clearly and concisely on the phone and in person. Duties include the processing of pleadings in both the civil and criminal departments, assisting with special projects, and supporting staff in duties, as necessary.

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. Six months’ 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. Six months’ experience in record keeping which includes maintaining records, logs, and filing systems.
3. Six months’ experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.

4. Ability to communicate clearly and effectively.

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.

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 email 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
Leonard L. Williams Justice Center
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.

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