



DELAWARE JUDICIARY  
ADMINISTRATIVE OFFICE OF THE COURTS

**Non-Merit Position**  
**(This position is exempt from the State of Delaware Merit Rules)**

**Posting #AOC0604N19**

**ADMINISTRATIVE SPECIALIST II**

**Opening Date:** June 25, 2019                      **Closing Date:** Until Filled  
**Salary:** \$27,870 - \$34,838 per year (Minimum - Midpoint) Pay Grade 8\*  
**Recruiting For:** **Arms of the Court of the Delaware Supreme Court**  
**Location:** City of Wilmington (**Please check this location on your application**)  
The Renaissance Centre located directly across from the New Castle County Courthouse.

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

**Summary Statement:** The person in this position reports to and performs his/her functions under the direct supervision of the Deputy Court Administrator and is the receptionist and first point of contact for members of the public who interact with the Supreme Court - Arms of Court Divisions – The Board of Bar Examiners, The Commission on Continuing Legal Education, The Lawyer’s Fund for Client Protection and The Office of Disciplinary Counsel.

The primary responsibilities of this position are as follows:

- Ensuring that all visitors are greeted and assisted in a timely fashion, all telephone inquiries are routed to the correct person, all incoming and outgoing mail is distributed and processed quickly and efficiently;
- Performing assigned data entry accurately and efficiently;
- Performing assigned filing accurately and efficiently;
- Managing and ordering office supplies for the office;
- Managing the Arms of Court copy machine, shredder, and other office equipment;
- Assisting with the Arms of Court conference room and meeting scheduling;
- Providing support to the Commission on Continuing Legal Education and the Lawyers’ Fund for Client protection. The busy period is usually during the attorney annual registration and CLE transcript compliance periods that occur between January and April 1<sup>st</sup> every year.

- Assisting in the preparation for and administration of the annual Delaware Bar Exam, which occurs every July. The person in this position will be required to work overtime and offsite at the bar exam location as assigned.
- Other duties as assigned.

**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. Experience in using standard computer software programs for word processing, spreadsheets, or databases.

*Qualified applicants will have experience in creating and maintaining documents using standard word processing, spreadsheet, database, or graphics computer software packages including data input, storage, retrieval, and data query.*

2. Experience in coordinating office activities.

*Qualified applicants will have experience in filing/record maintenance; tracking and following up on assignments to ensure work completion; and coordinating meetings, travel, and/or schedules.*

3. Knowledge of report preparation to include collecting and compiling information from a variety of sources such as files, records, databases, staff, and others.

*Qualified applicants will have training or education in gathering information from more than one source, combining and compiling the data, and presenting the refined data in an organized manner such as graphs, charts, or reports.*

4. Ability to perform heavy lifting of documents and files up to approximately 50 pounds.

5. Ability to work overtime and at off-site locations as required to assist with the administration of the annual Delaware Bar Exam and other office activities.

*The Annual Delaware Bar Exam is administered every year during the month of July, typically during the last week of the month. Qualified applicants will have the means and ability to travel to the off-site location where the Annual Delaware Bar Exam and associated activities will be administered; will have the ability and resources to work overtime and perform various support functions as requested to help ensure the successful administration of the exam.*

*Applicants should be aware that there will be a moratorium on vacation requests during the preparation period for the Bar Exam which typically runs from the middle of June through the middle of August each year.*

6. Must not be related to anyone who is currently applying or planning to apply to sit for the Bar Exam in any state.

*Due to the confidential nature of the Delaware Bar Exam, qualified applicants must not be related to anyone who is currently applying to or planning to apply to sit for the Bar Exam in any state.*

7. Ability to maintain confidential information.

*Qualified applicants will have experience with maintaining confidential information and must possess a high level of integrity in relation to maintaining such confidential information.*

8. Ability to communicate courteously and effectively, both verbally and in writing.

*Qualified applicants will have excellent customer service skills and demeanor and have experience communicating with and interacting with many different constituents, including but not limited to the public, lawyers, court and administrative personnel, students and educational personnel.*

**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.
- Must not be related to anyone who is currently applying or planning to apply for the Delaware Bar Exam.

**Benefits:** To learn more about the comprehensive benefit package please visit the website at <https://dhr.delaware.gov/benefits/>.

**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” in the subject line to: [apps.aoc@delaware.gov](mailto: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  
The Renaissance Centre  
405 N. King Street, Suite 507  
Wilmington, DE 19801-3700

**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**