



DELAWARE JUDICIARY COURT OF CHANCERY

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

Posting #AOC1004N19 - Extended Posting

SCOPIST (Notereader/Transcriptionist)

Opening Date: November 5, 2019 **Closing Date:** Until filled

Salary: \$24,590 - \$30,737 - \$36,884 (Minimum – Midpoint – Maximum)
Pay Grade 6

Recruiting For: Court of Chancery

Location: Leonard L. Williams Justice Center, City of Wilmington
(Please check this location on your application)

Summary Statement: Employees in this position report to, and perform duties under the supervision of the Chief Court Reporter and serve as the first point of contact for court personnel, the public, attorneys and government agencies for the purpose of preparation and delivery of transcripts. Primary responsibilities include: editing English translation of stenotype notes; proofreading transcripts for spelling, grammatical and typographical errors; properly formatting final transcripts; managing schedules; answering calls; maintaining records; preparing invoices; ordering supplies; and performing other administrative/secretarial tasks as required. Additionally, employees must be able to maintain confidentiality and work as a part of a team.

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. Associate Degree or the equivalent two years of college or vocational school education in court reporting, scopist training or a minimum of 5 years of experience as a scopist or court reporter.
2. Experience with Eclipse Computer Aided Transcription (CAT) software.
3. Typing speed of at least 60 words per minute.
4. Experience using standard computer software programs, such as Microsoft Word and Excel, for word processing and updating spreadsheets.
5. Ability to communicate courteously and effectively, both verbally 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: Salary plus the potential to share in transcript income. Free parking for Judicial Branch employees. To learn more about the comprehensive benefit package please visit the website at <https://dhr.delaware.gov/benefits/agencies/index.shtml>.

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 must 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 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**

General Statement of Benefits



Administrative Office of the Courts

The Delaware Judiciary is one of the three branches of State government, and as such, its full-time employees enjoy all of the fringe benefits (and more) offered by the State of Delaware, which are summarized here. **For more detailed information on any of the benefit plans, please visit the website of the State Benefits Office (SBO) at <https://dhr.delaware.gov/benefits/agencies/index.shtml>.** Please note that these benefits are subject to change and eligibility is subject to the rules as outlined in each of the plan documents.

Parking: Parking is provided to full-time Judicial Branch employees, including those who work in the City of Wilmington.

Health Insurance: The State will pick up part of the cost of coverage starting on the first of the month following three full months of service. Employees also have the opportunity to enroll in coverage earlier by paying the full cost. Available options include two plans from Highmark Delaware - the First State Basic Plan and the Comprehensive PPO Plan; and two plans from Aetna - the HMO Plan and the CDH Gold Plan. Costs range from \$27.84 for a basic PPO individual plan to \$105.18 for a comprehensive PPO family plan. Rates and plan comparisons are available on the SBO website at <https://dhr.delaware.gov/benefits/agencies/health-plans.shtml>. Additional benefits included with your health plan enrollment include prescription coverage through Express Scripts, health management through DelaWell, an employee assistance program managed by Health Advocate, Surgery Plus, and the Livongo Diabetes Monitoring Program.

Dental Insurance: Options include Delta Dental and Dominion National at costs ranging from \$25.62 for an individual HMO plan to \$125.84 per month for a Family PPO plan.

Vision Insurance: A vision care plan is available through EyeMed at a cost ranging from \$6.46 for an individual to \$16.78 for family coverage.

Life Insurance: Portable life insurance may be purchased at group rates through Securian Financial. You may enroll in your first 90 days of employment with no medical questions.

Short- and Long-term Disability: New employees are automatically enrolled in the short- and long-term disability plans administered by The Hartford.

Pension: Membership in the State Employees' Pension Program is mandatory. Employees contribute 5% of earnings, excluding the first \$6,000 of wages each calendar year. Eligibility rules for this defined benefit program may be found on the website of the State Pension Office - https://open.omb.delaware.gov/pensionPlans/StateEmp/sep_menu.shtml.

Deferred Compensation: Optional tax-deferred account (457-b) available through VOYA Financial.

Paid Leave: Ten paid holidays per year (eleven during election years) plus two floating holidays; 9.50 hours of sick leave per completed month of service, and 13.25 hours of annual leave (vacation) per completed month.

Supplemental Benefits: Direct deposit, AFLAC supplemental insurance, flexible spending accounts, paid parental leave (after one year of service), and pre-tax commuter benefits are available.

Please contact the AOC Human Resources Office at (302) 255-2523 or (302) 255-0096 with any questions.