

1. 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. Experience in record keeping which includes maintaining records, logs, and filing systems.
3. Experience using automated information systems to enter, update, modify, delete, retrieve/inquire and report on data.
4. Ability to communicate courteously and effectively, both verbally and in writing.
5. Ability to review, analyze and reconcile bank statements.

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: Casual/Seasonal positions carry no benefits.

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@delaware.gov (**preferred method**)
2. 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.
- 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**