



DELAWARE JUDICIARY

SUPERIOR COURT OF DELAWARE

Non-Merit Position

(This position is exempt from the State of Delaware Merit System)

Posting # SC1108N19

JUDICIAL CASE MANAGER I

****This is a Career Ladder Series****

Opening Date: 11/8/2019

Closing Date: 11/23/2019

Anticipated Vacancy

Salary: \$30,123- \$33,888.60 (Minimum - 90% Midpoint) Pay Grade 9

Recruiting For: Superior Court of Delaware

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

Nature and Scope: This is the entry level of caseload management work learning the legal processes and procedures and case management functions while performing the full range of case management activities specifically relating to an area that oversees court records and bail. Duties specific to this position include the preparation of court files and documents for court proceedings; entering a range of information into an automated system; the issuance and clearing of warrants within the DELJIS system; providing customer service in a number of different settings, including at the office's front counter area.

** This is a Career Ladder series. Incumbents under filling as a Judicial Case Manager I will be considered for promotion to the Judicial Case Manager II level after meeting the minimum qualifications and Judiciary's promotional standards.**

Minimum Qualifications: Please address each of the five items 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 have education, training and/or experience demonstrating competence in each of the following qualifications. Failure in any one area will result in a rating of "not qualified."

1. Six months' experience and/or training in legal case flow management, which includes managing cases as they move through the legal process.

2. Six months' experience and/or training in applying laws, rules, regulations, standards, policies and procedures.
3. Six months' experience and/or training in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.
4. Knowledge of narrative report writing.
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 hire and to maintain employment.
- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the website at <http://ben.omb.delaware.gov/>.

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 e-mail 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