



DELAWARE JUDICIARY

COURT OF CHANCERY

Casual/Seasonal Position

Posting #AOC1203NS19

CASUAL/SEASONAL LAW CLERK

Opening Date:	December 12, 2019	Closing Date:	Until Filled
Salary:	Up to \$30 per hour (commensurate with experience and not to exceed 29.75 hours per week)		
Recruiting For:	Court of Chancery of the State of Delaware		
Locations:	Georgetown, Sussex County City of Wilmington, New Castle County (Please select a location on your application)		

Summary Statement:

The Delaware Court of Chancery has two positions for judicial law clerks; one in Sussex County and one in New Castle County.

Nature and Scope:

Law clerks will perform legal research and related functions for matters within the jurisdiction of the Court of Chancery, including guardianships, trusts, estates and corporate law.

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. Graduated from an accredited law school.
2. Excellent research and writing skills.
3. Outstanding analytical and problem solving skills.

Preferential Qualification:

1. Admission to the Delaware Bar, with certification of good standing status.

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.

1. Send your application as an email attachment with the words “Application Form” in the subject line to: aoc@delaware.gov (**preferred method**)
2. 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.
- Applications will be accepted until the position(s) are filled.
- Resumes will not be accepted unless accompanied by an 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**