



DELAWARE JUDICIARY

SUPERIOR COURT OF DELAWARE

Non-Merit Position

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

Posting # SC0117AN20

MANAGEMENT ANALYST III

Opening Date: 1/17/2020

Closing Date: Until Filled

Vacancy Exist

Salary: \$51,394.40 - \$60,464 (85% - Midpoint) Pay Grade 16

Recruiting For: Superior Court of Delaware

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

This position requires state-wide responsibilities and travel.

Nature and Scope: The position/class incumbent reports to and is under the direct supervision of the Statewide Director of Operations and is responsible for coordinating statewide court data collection, databases and system designs, analysis and statistical research, and any related activities necessary to support court administration, court operations and judicial review, planning, policy development and management activities. The incumbent oversees the research and analysis of court case management data, as well as develops comprehensive statewide database reports. The employee must have the ability to plan and conduct varied statistical studies on departmental operations and other areas of interest as designated by the Statewide Director of Operation's, the Court Administrator and/or the President Judge that includes the development of the court's Annual, Monthly and Special reports in response to requests for information necessary for court related policy development, planning, and programming. As a Management Analyst III, the employee will be expected to handle additional duties as the Statewide Director of Operation's, the Court Administrator and/or the President Judge deem appropriate and assign. This is a statewide position and the incumbent is expected to handle assignments and attend meetings that includes routine travel between our courthouse locations in Wilmington, Dover and/or Georgetown.

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. Three years’ experience in conducting studies which includes evaluating operations, programs, services, technology, policies and procedures to determine efficiency, effectiveness, whether goals and objective are met and compliance with laws, rules, regulations, policies and procedures.
2. Experience in performing complex statistical analysis and comprehensive reporting and making recommendations as a result of the analysis.
3. Three years’ experience in descriptive statistics such as the mean, median, mode or standard deviation.
4. Three years’ experience in interpreting laws, rules, regulations, standards, policies and procedures.
5. Six-months’ experience in designing studies which include determining study goals and objectives, information needs, data sources, sampling and collection methods.
6. Six months’ experience in making recommendations for continuation or changes to operations, programs, services, policies or procedures based on findings.
7. Six months’ experience in narrative report writing.
8. Ability to communicate clearly, courteously and effectively, both verbally and in writing.
9. Knowledge of inferential statistics such as correlation, t-tests, f-tests or analysis of variance.

Preferred Qualifications: (Your application will be considered even if you do not meet the preferred qualifications.)

1. Knowledge and experience in setting up and maintenance of all Contexte on-going functions systems.
2. Knowledge of the Delaware Civil and Criminal Case Processing and Case Management.
3. Knowledge and experience in case management related e-filing.
4. Knowledge and experience in Project Management, Process Improvement and Problem Solving.
5. Knowledge and experience in end user support and helpdesk functions.

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 web-site at <https://dhr.deaware.gov/benefits>.

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.

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