



DELAWARE JUDICIARY  
DELAWARE SUPREME COURT, ARMS OF THE COURT

**Non-Merit Position**  
(This position is exempt from the State of Delaware Merit Rules  
and the Judicial Branch Personnel Rules)

**Posting # AOC0201N20**

**ASSISTANT DIRECTOR, ARMS OF COURT**

**Opening Date:** February 19, 2020

**Closing Date:** Open Until Filled

**Salary:** \$39,093 - \$48,866 - \$58,639 per year (Minimum – Midpoint - Maximum) Pay Grade 13

**Recruiting For:** Delaware Supreme Court, Arms of Court

**Location:** City of Wilmington (Please check this location on your application)

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\* Salary applicable for this position is based on the qualifications of the individual applicant.

**Summary Statement:** An incumbent in this position works under the direction of the Deputy Court Administrator of the Delaware Supreme Court. The Deputy Court Administrator has oversight responsibility for all of the Arms of Court including the Board of Bar Examiners, the Commission on Continuing Legal Education and the Lawyers Fund for Client Protection. This position is categorized as “confidential” under the Judicial Branch Personnel Rules which means that the employee serves at the pleasure of the Court Administrator of the Supreme Court.

This position is responsible for managing the daily operations of the Arms of Court as assigned which will include: working closely with the Boards and Commissions; coordinating and scheduling Board meetings and hearings; preparing agendas, meeting minutes, PowerPoint presentations and excel spreadsheets; drafting rule revisions as warranted; entering and maintaining Supreme Court data in the appropriate databases; responding to inquiries from internal and external constituents; managing attorney files and responding to inquiries with heavy volume expected during the annual attorney registration period; assisting with the annual bar application process including preparations for and administration of the annual bar exam; assisting with general office duties and other duties as assigned.

**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. Bachelor’s Degree from an accredited college or university and/or five years of professional office experience.
2. Experience working in a legal environment and familiarity with the operation of Boards and Commissions preferred.
3. Experience in interpreting and applying rules and regulations.
4. Advanced skills in Microsoft Outlook, Word, Excel, PowerPoint and Quickbooks.
5. Ability to communicate clearly, courteously, and effectively, both verbally and in writing.
6. Ability to coordinate, oversee, and follow through on work assignments to obtain desired results, including multiple tasks assigned simultaneously.

**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.
- Ability to lift forty pounds
- May not intend to sit for the bar exam in any state or be related to any person who intends to sit for the bar exam in any state
- Must be willing and able to work long hours during the July bar exam every year and other times as required
- Will not be permitted to use vacation time during the busy seasons of the Arms of Court which typically occur February 1<sup>st</sup> thru April 1<sup>st</sup> and July 1<sup>st</sup> thru August 1<sup>st</sup>

**Benefits:** Free parking is provided to all employees, including those located in the City of Wilmington. Please see the attached for additional information regarding the comprehensive benefits program. To learn more about the benefit package, please visit the website of the State Benefits Office 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 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](mailto: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  
 The Renaissance Centre  
 405 N. King Street, Suite 507  
 Wilmington, DE 19801-3700

**Attachments:**

- 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:

- Free Parking for Judicial Branch Employees
- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Short- and Long-term Disability
- Defined Benefit Pension Plan
- Deferred Compensation
- Paid Holidays, Sick Leave and Vacation Leave
- Employee Assistance Program
- Direct Deposit
- Supplemental Insurance
- Flexible Spending Accounts
- Pre-tax Commuter Benefits
- Paid Parental Leave

Please visit the website of the State Benefits Office (SBO) for more detailed information and costs 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. Please contact the AOC Human Resources Office at (302) 255-2523 or (302) 255-0096 with any questions.

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