



## DELAWARE JUDICIARY COURT OF CHANCERY

**Non-Merit Position**  
(This position is exempt from the State of Delaware Merit System)

**Posting #AOC0404N20**  
**ADMINISTRATIVE ASSISTANT/RECEPTIONIST**

**Opening Date:** May 4, 2020

**Closing Date:** Until Filled

**Pending Vacancy on June 8, 2020**

**Salary:** \$43,105 - \$51,726 (Midpoint – Maximum)\*  
Pay Grade 11

**Recruiting For:** Court of Chancery

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

---

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

**Summary Statement:**

This employee works directly for one of the Court of Chancery Masters and the Court Administrator providing administrative support in all areas. This position is also expected to perform receptionist duties for chambers. This is a confidential position within the Delaware Judicial Branch, and the employee serves at the pleasure of the assigned Master.

**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. Experience collecting, compiling, evaluating, and analyzing data and information.
2. Experience coordinating administrative operations or functions.
3. Experience using standard computer software programs for word processing, spreadsheets, or databases.
4. Experience creating reports and various documents.
5. Experience in the principles, practices, and procedures of office administration and management.
6. Ability to communicate courteously and effectively to a diverse audience and on sensitive/confidential issues.

7. Excellent writing skills.
8. Ability to handle a high volume of work.
9. Good organizational skills.

**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:** Free parking for Judicial Branch employees. To learn more about the comprehensive benefit package please visit the website at

<https://dhr.delaware.gov/benefits/agencies/index.shtml>.

**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 prior to the closing date stated on this announcement.

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).

**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**

# 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.

**The Delaware Judiciary**  
**An Equal Opportunity and Affirmative Action Employer**