



DELAWARE JUDICIARY COURT OF CHANCERY

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

Posting # AOC0502N20

JUDICIAL CASE MANAGER I
****This is a Career Ladder Series****

Opening Date: May 29, 2020 **Closing Date:** Until Filled

Salary: \$30,123- \$33,888 (Minimum - 90% Midpoint) Pay Grade 9*

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.

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.

** 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 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 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: Free parking for Judicial Branch employees. To learn more about the comprehensive benefit package please see the attached and 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/> 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 will be accepted until the position is filled.

Send your application as an e-mail attachment with the words “Application Form” in the subject line to: 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.
- 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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