



DELAWARE JUDICIARY
COURT OF CHANCERY

Casual/Seasonal Position

Posting #AOC0704N20

ADMINISTRATIVE ASSISTANT/PARALEGAL

Opening Date: 7/29/2020

Closing Date: Until Filled

Salary: \$22.10 - \$26.52 (Hourly Wage Midpoint-Maximum)

Recruiting For: Court of Chancery of the State of Delaware

Location: Georgetown, Sussex County
(Please check this location on your application).

Summary Statement:

This employee works directly for one of the Court of Chancery Masters providing administrative support in all areas. This is a Casual/Seasonal position not to exceed 29.75 hours per week. This is a confidential position within the Delaware Judicial Branch.

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. Experience reviewing and evaluating legal/court documents for completeness and accuracy.
7. Ability to communicate courteously and effectively to a diverse audience and on sensitive/confidential issues.
8. Excellent writing skills.
9. Ability to handle a high volume of work.
10. 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.

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.AOC@delaware.gov (preferred method)
2. Mail your application to:
The 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 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