



DELAWARE JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS

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

Posting # AOC0903N20

SOCIAL SERVICE SPECIALIST II

Opening Date: September 10, 2020

Closing Date: Until Filled

A Vacancy Exists

Salary: \$28,149 - \$35,186 per year (Minimum - Midpoint) Pay Grade 8*

Recruiting For: **Administrative Office of the Courts**
Office of State Court Collections Enforcement (OSCCE)

Location: New Castle County **(Please check this location on your application.)**
314 Cherry Lane, New Castle, DE

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

Summary Statement: This employee is involved in collections work ensuring that adult and juvenile offenders comply with repayment of court-ordered assessments such as victim's compensation, restitution, fines, court costs, and fees. Work consists of interaction with offenders, judicial officers, probation and parole officers, and other state, federal, and/or financial agencies to locate offenders, obtain updated personal and financial data, assess ability to pay, develop payment plans, and enter data into an automated case management system. In addition, this employee accepts payments, posts payments to accounts, and makes deposits to financial institutions. This employee also contacts/counsels offenders who are delinquent in complying with their payment plans and identifies and refers offenders chronically delinquent for appropriate sanctions, including appearing at contempt hearings. This position is located in New Castle County, but statewide travel may be required to provide coverage in other offices.

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 in health or human services support which includes interviewing clients and assessing personal, health, social, or financial needs in accordance with program requirements; may coordinate with community resources to obtain client services.

2. Experience in using an automated information system to enter, update, modify, delete, retrieve/inquire, and report on data.
3. Experience in recordkeeping which includes maintaining records, logs, and filing systems.
4. Experience in applying laws, rules, regulations, standards, policies, and procedures.

Conditions of Employment:

- A satisfactory criminal background check is required as a condition of employment.
- Must pass an annual tuberculosis test to access Department of Correction facility.
- Valid State issued ID or Driver's License.
- Must be able to lift 40 lb. box of paper.
- 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 <http://ben.omb.delaware.gov/programs/index.shtml>.

Submitting Your Application: Visit the website at www.courts.delaware.gov. 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. Mail your application to:
 - Administrative Office of the Courts
 - The Renaissance Centre
 - 405 N. King Street, Suite 507
 - Wilmington, DE 19801
2. Fax your application to: (302) 255-2482, Attention: Human Resources
3. Send your application as an e-mail attachment with the words "Application Form" in the subject line to: apps.aoc@delaware.gov (Preferred Method)

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