



DELAWARE JUDICIARY COURT OF CHANCERY

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

Posting #AOC0303N21

JUDICIAL CASE PROCESSOR I
****This is a Career Ladder series****

Opening Date: March 26, 2021 **Closing Date:** Until Filled

Salary: \$24,590 - \$27,663 per year (Minimum – 90% Midpoint) Pay Grade 6*

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 is the entry level of case processing work, learning the legal processes and procedures and performing the full range of processing activities of limited complexity. An employee will become eligible for consideration to move to the next level of the career ladder – Judicial Case Processor II – after one year within this classification and upon meeting the minimum qualifications, performance requirements for the higher level, proving the ability to perform at that level, and available funding.

Nature and Scope:

- Receives on-the-job training and attends training classes as required.
- Learns court operations, automated systems, and the application of the rules, laws, policies, and procedures of standard case activity in the Court of Chancery's guardianship division.
- Processes legal documents of limited complexity.
- Performs basic entries in automated case management systems.
- Assists higher-level staff in processing more complex case activities and legal documents.
- Front counter, in-person, regular contact with litigants, agency staff, and other judicial/legal office staff for the purpose of gathering and relaying information in processing case documents.

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. Six months experience in document processing which includes reviewing and evaluating records for completeness and conformity with laws, rules, regulations, standards, policies and procedures, resolve deficiencies, interpret information, and track and monitor activities.
2. Six months experience in record keeping which includes maintaining records, logs, and filing systems.
3. Six months experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.
4. Six months customer service experience.
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 employment.
- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the website at <http://ben.omb.delaware.gov/>.

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 (**preferred method**)
2. Mail your application to:
Administrative Office of the Courts
405 N. King Street, Suite 507
Wilmington, DE 19801

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- 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.

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