



## DELAWARE JUDICIARY COURT OF CHANCERY

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

**Posting #AOC0402N21**

### **ADMINISTRATIVE ASSISTANT/SCOPIST**

**Opening Date:** April 14, 2021                      **Closing Date:** Until Filled  
**Salary:** \$34,484.00 - \$43,105.00 (Minimum – Midpoint) Pay Grade 11  
**Recruiting For:** Court of Chancery  
**Location:** Leonard L. Williams Justice Center, City of Wilmington  
(Please check this location on your application)

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**Summary Statement:** Employees in this position report to and perform duties under the supervision of the Chief Court Reporter and serve as the first point of contact for court personnel, the public, attorneys, and government agencies for the purpose of providing administrative support to assist in the preparation and delivery of transcripts. Primary responsibilities include: managing schedules; answering calls; maintaining records; preparing invoices; preparing spreadsheets; coordinating with attorneys' offices before and during trials; reading briefs to create case-specific word lists; ordering supplies; and performing other clerical/scopist tasks as required. Additionally, employees must be able to maintain confidentiality and work as part of a team.

**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. Minimum of 3 years of experience as an administrative assistant or secretary.
2. Experience using standard computer software programs, such as Microsoft Word, Outlook, Excel, and Google Sheets for word processing and updating spreadsheets.
3. Experience coordinating administrative operations or functions.
4. Experience creating reports and various documents.
5. Ability to handle a high volume of work.
6. Ability to communicate courteously and effectively, both verbally and in writing.
7. Good organizational skills.
8. Willingness to learn new software and programs.

**Preferred Qualifications: (desired but not required)**

1. Experience working with a court reporting office.
2. Associate Degree or the equivalent two years of college or vocational school education in court reporting or scopist training or a minimum of 5 years of experience as a scopist or court reporter.
3. Experience with Eclipse Computer Aided Transcription (CAT) software.

**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 must 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@state.de.us](mailto:apps.aoc@state.de.us) (**preferred method**)
2. Fax your application to: (302) 255-2482, Attention: Human Resources
3. Mail your application to:  
Court Administrator  
Court of Chancery  
500 N. King Street, Suite 11600  
Wilmington, DE 19801

**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**