



## DELAWARE JUDICIARY

## COURT OF CHANCERY

### Non-Merit Position

(This position is exempt from the State of Delaware Merit Rules  
and the Judicial Branch Personnel Rules)

Posting #AOC0404N21

### JUDICIAL ASSISTANT (JUDICIAL SECRETARY)

**Opening Date:** April 23, 2021

**Closing Date:** Until Filled

#### **Pending Vacancy**

**Salary:** \$52,545 per year (Line Item)

**Recruiting For:** Court of Chancery of the State of Delaware

**Location:** Leonard L. Williams Justice Center, City of Wilmington (Please check this location on your application).

#### **Summary Statement:**

This employee works directly for one of the Court of Chancery Vice Chancellors providing administrative support in all areas. This is a confidential position within the Delaware Judicial Branch and the employee serves at the pleasure of the respective Vice Chancellor.

**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 as a full-time legal secretary/assistant, paralegal, or attorney, experience with litigation preferred.
2. Experience collecting, compiling, evaluating, and analyzing data and information.
3. Experience coordinating administrative operations or functions.
4. Experience using standard computer software programs for word processing, spreadsheets, or databases.
5. Experience creating reports and various documents.
6. Experience in the principles, practices, and procedures of office administration and management.

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.

**Preferred Requirements:** Although not required, preference will be given to applicants who possess the following qualifications:

1. A college degree from an accredited college or university.
2. Experience with File & Serve.
3. Experience with legal research.
4. Paralegal certification/experience and/or a law degree.

**Conditions of Employment:**

- A satisfactory criminal background check is required as a condition of hire and to maintain employment.
- Valid State issued ID or Driver's License.
- 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 <https://dhr.delaware.gov/benefits>.

**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](mailto: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
3. Fax your application to: (302)- 255-2482, Attention: Human Resources

**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**